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ABSTRACT

The handbook is an official document representing the specific point of reference for academic and administrative procedures related to the daily operation of the college. However, information that is available in other official documents such as the college catalog is not duplicated here. Its contents include: the college administration's organization; the specific duties and general responsibilities of administrative personnel; bylaws and policies of the faculty, covering compensation, benefits, summer teaching, separation from the college, and due process, and committee structures; library policies and collections; the college's articles of incorporation and bylaws; and a statement of athletic policy. (Editor/MSE)

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HANDBOOK FOR FACULTY AND STAFF

Kentucky Wesleyan College

Owensboro, Kentucky 42301

Revised, 1977

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U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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HANDBOOK

FOR

FACULTY

AND

STAFF

FOREWORD

It is highly important that faculty and staff members have available, in readily accessible form, information regarding college policies, practices and organizational structure. This Handbook has been developed to meet that need.

The Handbook is an official document representing the specific point of reference for academic and administrative procedures related to the daily operation of the College. Care has been taken not to duplicate information available in other official documents such as the College Catalog. While it is intended to assist new faculty and staff personnel, it is essential that all responsible for academic and administrative leadership be familiar with its contents.

It is not complete nor all-inclusive. Also, it is subject to revision as conditions may require. The continuing editor, Dr. Edward Beavin, is the contact person for interpretation, revision, or addition. There will be at least an annual updating of the Handbook. The loose leaf format provides the opportunity for such updating.

William James
President

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ADMINISTRATION

GENERAL ADMINISTRATION

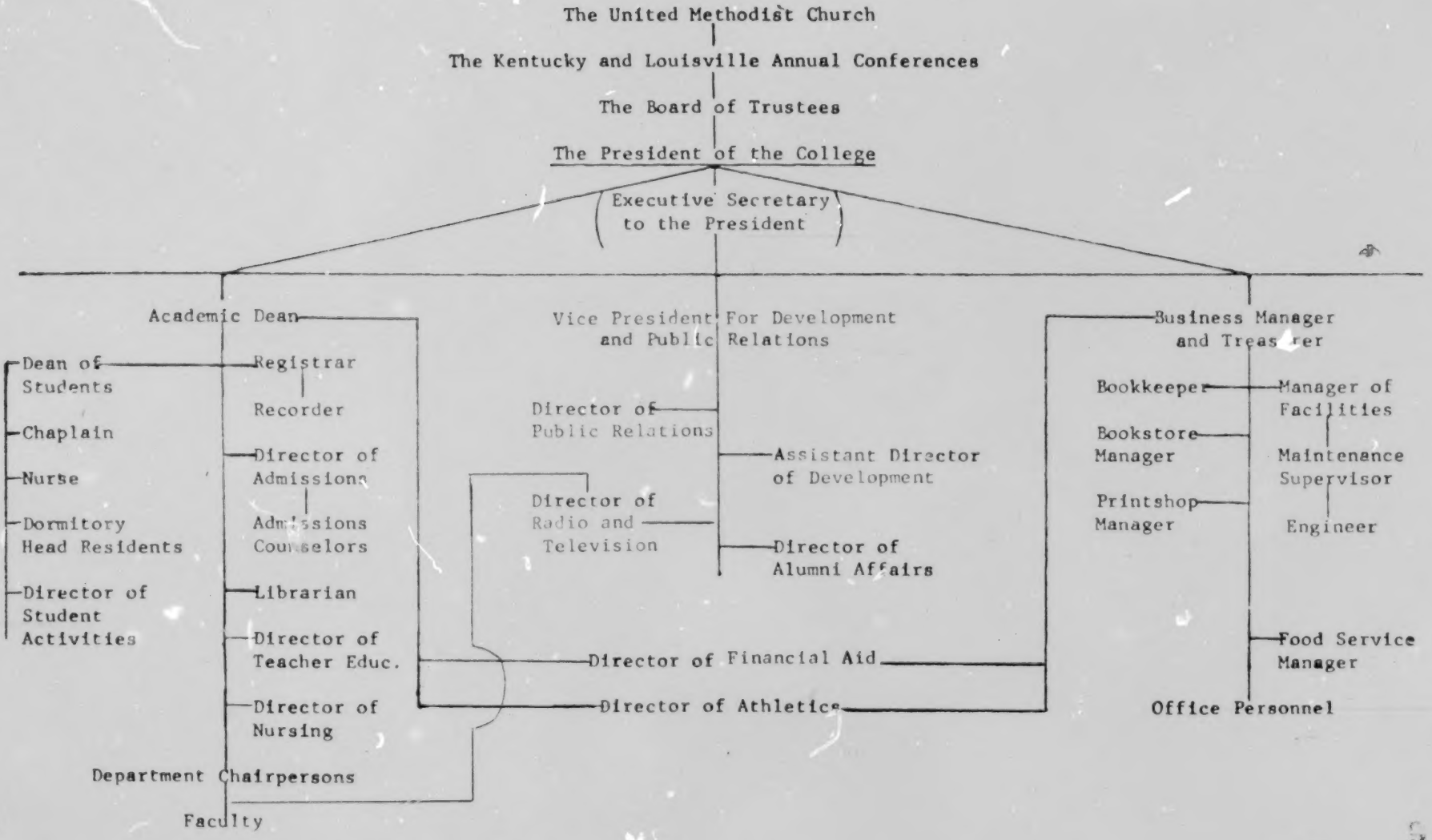
The purpose of this chapter is to present only the phases of the overall college organization which are essential for understanding the operating procedures of the College. The President keeps on file in his office more detailed position descriptions for all administrative officers and personnel, and these supplement the brief summaries given here.

COLLEGE ORGANIZATION

The following organization chart encompasses the entire College and its related structural bodies. In all these phases of college activity all college personnel are jointly and severally responsible for planning and executing the program that fulfills the aims of the institution.

ORGANIZATIONAL CHART

KENTUCKY WESLEYAN COLLEGE



August, 1977

THE ADMINISTRATIVE OFFICERS OF THE COLLEGE

The Organizational Chart depicts the relationship of the Administrative Officers to the President. These are:

1. The President
2. The Vice President for Development and Public Relations
3. The Academic Dean
4. The Business Manager and Treasurer

THE ADMINISTRATIVE STAFF OF THE COLLEGE

The Organizational Chart also shows the relationship of Administrative Staff to Administrative Officers. The Administrative Staff members are:

1. The Dean of Students and Manager of Facilities
2. The Registrar
3. The Director of Admissions
4. The Director of Financial Aid
5. The Director of Public Relations
6. The Director of Alumni Affairs

Each administrative officer and staff member is expected:

1. To become thoroughly acquainted with the philosophy and purpose of the College as stated in the Articles of Incorporation, the By-Laws, and the official catalog of the College.

2. To learn well and follow the fiscal policies of the College and to conduct his or her office in a businesslike manner. This includes keeping the regular business hours of the College unless on duty for the College elsewhere. Exceptions to this must have the President's approval. It also includes the proper supervision of all administrative personnel related to his office.

3. To follow diligently the policies and practices of the College related to budgetary and financial matters. This also includes cooperation in securing financial assistance for the College in every way possible and cooperation in every economic endeavor to secure the financial position of the College.

4. To promote the College in every way possible in terms of positive public relations with every constituency of the College.

5. To communicate honestly with the President regarding differences, disagreements, rumors and any other matters of possible controversy which may affect the total well-being of the College.

6. To keep in confidence all matters shared and entrusted in Presidential conferences and administrative council meetings.

7. To participate in major college events.

DUTIES OF ADMINISTRATIVE OFFICERS

President

The President of the College is elected by the Board of Trustees and is directly responsible to the Board for the successful operation of the College.

He attends their meetings, reporting to them the condition of the College and his propcsals for advancement. He participates in their deliberations.

The President is the principal executive and administrative officer of the College. He is authorized to act with freedom within the scope of the general policies established and by the authority delegated to him by the Board of Trustees.

Vice President for Development and Public Relations

His major responsibility is fund raising. In consultation with the President and the Board of Trustees Development Committee, he directs the annual fund raising campaign with alumni and other potential donors, continuously cultivates and solicits corporations, foundations and individuals for deferred giving and makes every effort to secure proper funds from state and federal government agencies.

To achieve success in fund raising, he is responsible for:

1. The orderly and efficient operation of his office including adequate records of pledges and contributions, present and potential donors for their cultivation and solicitation. Also, essential are pertinent data related to foundations, corporations, state and federal programs which may prove beneficial to the College. Accurate bookkeeping and secretarial practices are basic in this regard.

2. Working directly with the President in determining the most effective approaches to major donors.

3. Direction of public relations of the College including the coordination of the work of the offices of Alumni Relations and Publicity.

4. Working with the President and Trustee Development Committee in identifying the needs of the College, the sources of support, the establishing of goals and plans for their realization.

Academic Dean

The Dean should supervise and provide creative leadership for the faculty in the fulfillment of their rights and responsibilities as provided for in the Faculty By-Laws as long as these do not conflict with the College's Articles of Incorporation and By-Laws.

The Dean shall work with the President in all internal matters related to the faculty and the total instructional programs of the College. More specifically, he shall:

1. Recommend to the President, after consultation with the appropriate departmental chairperson, and other relevant personnel, candidates for academic appointment. The Dean is responsible for the orientation of new faculty personnel. He shall maintain the professional faculty files, including the current achievement records. The Dean shall encourage and seek to make provision for the continuing professional development of each faculty member.

2. Schedule all academic courses, improve and correlate instruction, implement and expedite all approved academic programs of the College. The Dean shall provide the President with creative but realistic recommendations regarding:

   a. New and/or revised curricular programs and schedules suited to the times, for as many students as possible of all ages and interests, both residential and commuting.

   b. Ways to achieve the fullest possible utilization of the total resources of the Library Learning Center by faculty and students.

c. The academic outreach of the College through television, radio and other communication media.

d. The academic outreach of the College through regular and special programs on and off campus.

The Dean shall provide adequate counseling for students in academic matters. He shall seek to serve as reconciler in conflict situations and shall exemplify and promote the spirit of cooperation within the total College community.

Business Manager and Treasurer

He is the financial officer of the College and is, therefore, custodian of all financial and property records of the College. Under the direction of the President, he coordinates the budget activities and purchases of the budgetary departments and the auxiliary enterprises of the College. He interprets to the College the laws pertaining to equal opportunity employment. He is the manager of the specified administrative personnel and director of the maintenance program of the physical plant. The Manager of Facilities is his assistant. He serves as adviser and aide to the President on all matters involving financial policies and procedures.

Dean of Students

The Dean of Students administers the program of student affairs, including student living arrangements, health services, on-campus work programs, student assembly programs, student social life, and student organizations. He is directly responsible to the Dean of the College and serves as adviser to the President on the various aspects of student life and welfare.

Manager of Facilities

As Manager of Facilities, he supervises the maintenance personnel and is responsible to the Business Manager for the custodial and maintenance program of the physical plant.

The Registrar

The Registrar is charged with the responsibility of maintaining the permanent records of students who have or are attending the College. He is required to enforce adequate security and safety measures of the records in order to follow federal, state and local laws.

Additional responsibilities are required in the making of institutional reports to various agencies as approved by the Dean of the College. The Registrar will perform such other duties as designated by the Academic Dean or the President. He will maintain liaison with the Veterans Administration, and such other church or governmental agencies as needed. He will maintain membership in national, regional and/or state organizations as approved by the Academic Dean.

Director of Admissions

The Director of Admissions is responsible for administering the student recruitment program for the College in keeping with the established policies and practices of the College. He is responsible for establishing a file and maintaining correspondence with each prospective student that applies for admission. The Admissions Counselors and Admissions Office staff report directly to the Director of Admissions. He is directly responsible to the Academic Dean of the College.

Director of Financial Aid

The Director of Financial Aid has the responsibility for administering the total student financial aid program of the College. This includes the responsibilities related to federal and state student aid programs as well as the College's programs of scholarship and student aid. He is directly responsible to the Academic Dean in fulfilling the duties of his office.

Assistant Director of Development

The Assistant Director participates in the planning, management, and operation of the College's program for securing gift and grant income from all possible sources. The Assistant aids the Vice President for Development in performing his responsibilities, offering professional consultation and service. The Assistant Director gives special attention to coordinating

office procedures, including gift recording and acknowledgement and proposal preparation. Also, the Assistant Director becomes involved in evaluation, cultivation, and solicitation of prospects through telephone, mail, and visitation campaigns, as assigned by the Vice President.

Director of Radio and Television

This staff member supervises and administers the College's radio and television stations. He assumes responsibility for developing the equipment and curriculum that will attract prospective broadcasting and production students to the program, and will offer them solid preparation for professional success. He is expected to establish strong rapport with broadcasting officials in this region, so that their advice and support will enhance the College's efforts in this direction. It is essential that the Director be aware of the public relations impact of every program that represents the College. The Director of Radio and Television reports to the Vice President for Development and Public Relations on all administrative responsibilities and to the Department Chairmen for all academic responsibilities.

Director of Alumni Relations

The person responsible for supervision of the alumni office will aim primarily to help alumni (including future alumni currently enrolled) relate to the College in a meaningful and creative way. The Director will maintain thorough records, publicize alumni achievements, design special events that bring alumni to campus, organize the alumni in geographical clusters, and perform similar functions generally related to the alumni association. The Director of Alumni Relations will assist the Vice President for Development and Public Relations, and will cooperate with all other offices, such as admissions, whose chief focus is external relations.

Director of Public Relations

The Director of Public Relations coordinates all external attempts of the College to relate to its constituents through the media, and in a large number of cases he originates these messages. Also, the Director serves as a clearinghouse for College advertising, photography, and

graphic design. The Director attempts to interpret the mission of Kentucky Wesleyan to the reading, listening, and viewing public with a consistency of content and style, with the purpose of furthering understanding of and support for the College as a whole and the separate activities that comprise it. The Director will cultivate the interest and cooperation of officials in broadcasting and in the press. The Director of Public Relations reports to the Vice President for Development and Public Relations on all administrative responsibilities.

THE ADMINISTRATIVE CABINET

The President and the three Administrative Officers comprise the Administrative Cabinet.

Each Administrative Officer is responsible for the supervision of the staff and personnel related to his position and office. Each officer meets weekly, when possible, with the President to discuss administrative developments and plans.

The Cabinet considers all important administrative matters related to academic affairs, student life, the College calendar, enrollment, fund raising, alumni, church and public relations, and the financial stability of the College. Each administrator shares the concern of all others for the total development and well-being of the College.

Each of the three Administrative Officers, directly related to the President, is of equal standing and assumes responsibility for the day-by-day work of the College personnel assigned to him.

In the event of an emergency situation occurring in the absence of the President, the Academic Dean will immediately inform the Executive Secretary to the President who will immediately report said emergency to him. If the President cannot be reached, the Academic Dean will confer with the other two Administrative Officers and the Chairman of the Board of Trustees in making decisions related to such emergency. The Business Manager and Treasurer, the Vice President for Development and Public Relations and the Chairman of the Board of Trustees would assume this responsibility in that order in the absence of the Academic Dean.

THE ALL COLLEGE COUNCIL

The All College Council serves an important administrative function in that it is a forum in which matters pertaining to the total life of the College are openly discussed.

The membership is representative of the five major constituent groups chosen as each group determines. There are three from each of the following: Board of Trustees, Administrative Officers, Faculty, Students and Alumni. The President is an ex officio member.

The Council meets regularly each month (except summer) or on call by the President. The agenda usually includes reports from each group, papers and discussion relative to pertinent themes, and the presentation of specific concerns and proposals by each group.

While the Council cannot supersede any of its participating groups in decision making, it refers and recommends to these groups important items deserving their consideration and/or action.

The All College Council proposed the major goals of the five-year "Program of Excellence" (1972-1977) to the Board of Trustees and the October 10, 1972 session of the 250-member All College Conference.

It had an important role in the 1976 Institutional Self-Study of the Southern Association of Colleges and Schools and also in the determination of a new five-year program (1977-1982) for Kentucky Wesleyan College.

OTHER ADMINISTRATIVE PERSONNEL

Although our purpose for existing as an institution is to promote higher education in a Christian atmosphere, we are similar to a business enterprise in that we must function and operate within the framework of laws, regulations, policies and systems appropriate to business. In order to accomplish these demands, administrative personnel are required in several functional roles having different degrees of responsibility and commensurate accountability. Each administrative officer and staff member is responsible, therefore, for the proper supervision of his office personnel in conformance with established policy relating to each employee classification - exempt salaried, non-exempt salaried, (non-exempt) hourly, and professional personnel under personal service contract to the College.

Each administrative officer, staff member and employee must cooperate fully in conducting the business of each office in an efficient and dignified manner. Friendliness and good communication must prevail and are encouraged within and between offices, but social visiting during regular working hours within and between offices is discouraged.

Observance of regular office hours is expected of all administrative officers, staff members and personnel whether serving on or off campus, and additional duties at other times do not supersede this responsibility except by approval of the President. Absenteeism and tardiness are detrimental to the well-being of the College, but regularity and promptness, along with courtesy and neatness, will increase the efficiency of our work and create good public relations.

Of extreme importance in the mutual relationships which must be developed are confidentiality and integrity. There are, of necessity, administrative matters which are confidential in nature, and so the development of mutual trust is vital.

It is incumbent on each employee to give his best effort in his assigned duties, and to maintain a broad and generous perspective on his contribution to the total work of the institution.

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THE FACULTY

BY-LAWS OF THE FACULTY

Kentucky Wesleyan College

I. Purpose and Jurisdiction

The Faculty has primary responsibility and jurisdiction in the areas of curriculum, instruction, and those aspects of student life relating to the educational process, in accordance with the By-laws of Kentucky Wesleyan College. The Faculty shall prescribe, subject to the approval of the President of the College and the Board of Trustees, requirements for admission, courses of study, academic standards, standards of eligibility for participation in student activities, the nature of degrees to be conferred, conditions of graduation, and methods of the conduct of the educational work of the College. The Faculty recommends to the Board of Trustees candidates for degrees. The Faculty has jurisdiction over such other matters as are subsumed under the committee structure of the Faculty. The Faculty shall also exercise concern with matters relating to professional competence, ethics, and status.

II. Membership

The Faculty consists of all persons of faculty rank who are in the full-time service of the College and the following administrative officers and staff: the President, the Vice President for Development and Public Relations, the Dean of the College, the Business Manager and Treasurer, the Registrar, and the Dean of Students.

III. Officers

1. The officers of the Faculty are the President of the College, the Dean of the College, and the Secretary of the Faculty.

2. The President of the College and Dean of the College shall exercise the duties and privileges which are inherent in their roles as administrative officers of the College as defined in the By-laws of Kentucky Wesleyan College.

3. The Secretary of the Faculty shall be an elected officer of the Faculty and shall exercise the duties and privileges herein prescribed.

   a. The Secretary of the Faculty shall be elected annually in the regular April meeting of the Faculty and shall take office the following September. The term of office shall be for one year. The same person shall not serve more than three consecutive years.

   b. The Secretary of the Faculty shall be responsible for the minutes of faculty meetings, in which he shall record the significant points of faculty discussion and debate and all actions taken.

   c. The Secretary of the Faculty may receive the petitions of faculty members calling for special meetings of the Faculty (see V,1,b,c) and shall convene and preside at such meetings of the Faculty in the absence of the other two officers (see V,3).

IV. Faculty Representatives

1. Faculty Trustee. A member of the Faculty shall be elected annually in April to serve as the Faculty Trustee for the subsequent academic year.

2. All College Council. Three members of the Faculty shall be elected annually in February to serve on the All College Council for the subsequent academic year.

V. Meetings

The Faculty shall exercise its voting privileges on matters of academic policy and procedure at regular and special meetings. The meetings also serve to keep members of the Faculty informed of activities of individuals and committees, administrative plans and policies, and provide an opportunity for offering opinions and recommendations regarding policies of the College.

1. Time of Meetings

   a. The Faculty shall meet at the beginning of the academic

year on the call of the President. Thereafter, regular meetings of the Faculty shall be held monthly, except during the summer sessions, at a time to be designated at the April faculty meeting.

b. Special meetings of the Faculty may be called by the President, the Dean of the College, or upon the written request of five members of the Faculty to one of the officers of the Faculty.

c. The President, the Dean of the College, or five members of the Faculty by written request to one of the officers of the Faculty may call meetings of the Faculty of the summer school to treat matters relating to the summer program. Matters of general policy or curricular revision fall outside the jurisdiction of this body.

2. Privilege of Meetings

Members of the part-time faculty, administrative personnel, and the three elected officers of the Student Government Association shall have attendance and floor privileges at regular meetings of the Faculty, but not the voting privilege.

3. The Chair

The President of the College, as Chairman of the Faculty, shall preside. At the discretion of the President or in his absence the Dean of the College shall preside. In the absence of both of these officers the Secretary of the Faculty shall preside.

4. Visitors

Visitors may attend a faculty meeting upon invitation of the President, the Dean of the College, or by vote of the Faculty.

5. Quorum

Members of the Faculty are expected to attend the regular and

special meetings of the Faculty. Two-thirds of the members of the Faculty, not including members on leave, shall constitute a quorum at any meeting.

6. Parliamentarian

There shall be a parliamentarian appointed by the Chairman of the Faculty at the first meeting of the academic year.

7. Rules of Order

Except as specified otherwise, Robert's Rules of Order Revised shall apply as interpreted by the parliamentarian.

8. Agenda

Any administrative officer, committee chairman, or individual faculty member may submit agenda items to the Dean of the College a week prior to the faculty meeting. The agenda shall be given to the members prior to the convening of the meeting.

9. Advance Notice

Any proposed policy or curricular change shall be in the hands of the membership a week in advance. Urgent items may be treated by suspension of the By-laws (see VII, 2).

10. Voting Procedures

a. Questions before the Faculty shall be decided by voice or by a show of hands at the option of the chair. If the ruling of the chair on a voice vote is challenged, voting shall be by a show of hands.

b. Upon request by any two members present the Faculty shall use a written ballot. Elections on questions involving a choice of persons by name shall require a written ballot unless there is but a single nominee for an office.

c. All questions and elections shall be decided by a majority vote of those present and voting, except that motions to suspend the rules or the By-laws or to amend the By-laws shall be decided in accordance with Article VII, below.

11. Records

When not in use the permanent minutes of the Faculty shall be kept in a secure file in the President's Office. Any member of the Faculty may have access to the permanent minutes during regular office hours. Members of the Faculty may reproduce minutes of the meetings. Such persons, however, shall be responsible for the confidentiality and security of these records.

12. Proceedings Confidential and Binding

a. The proceedings of all meetings of the Faculty are to be regarded as confidential. Neither expressions by individuals nor the division of opinion shall be divulged to non-members. However, this shall not preclude the appropriate dissemination of such information concerning the actions of the Faculty as are deemed necessary to the conduct of the business of the College.

b. Actions adopted by the majority of the Faculty are binding upon all members. It is the professional obligation of each member to enforce the rules, regulations, and procedures so established.

c. No information concerning any confidential actions taken by the Faculty shall be released to the public except by the President or Dean of the College or through the Secretary upon instruction from the President, the Dean of the College, or the Faculty as a whole.

13. Forums

While members of the Faculty may meet together in forums or discussions sessions or in other informal and voluntary gatherings for worthy purposes of common interest or concern, faculty business shall be conducted only in regular or special meetings of the Faculty as prescribed above.

VI. College Committees

1. Function

The committee system is one of the best means known by which a college faculty can effectively discharge its collective responsibilities. Certain of these responsibilities have to do with policy; the remainder with implementation.

The committee structure described hereunder recognizes that these two areas of responsibility cannot be sharply delineated, that there is inevitable overlapping. But on the whole those committees concerned primarily with policy are designated as General Committees and they deal with broad areas which are of intrinsic concern to the whole Faculty. Those committees which deal with limited or specialized matters of less general concern are designated as Special Committees and they are concerned with both policy and implementation in specific areas. A joint committee constitutes the final classification.

It is to be understood that the proper place for the transaction of faculty business is in the monthly faculty meeting, and committees will not only be given the opportunity to report, but

will be expected to report to the Faculty at these prescribed times. The Faculty thus retains its role as the corroborating body.

The General Committees, the Special Committees, and the Joint Committee together comprise the Committees of the College.

2. Appointment

a. Faculty members shall serve on committees as elected by the Faculty and student members as elected by the Student Government Association.

b. To be fully constituted the membership of the committees shall be confirmed by the President of the College in accordance with the By-laws of the College.

c. Not all members of the Faculty shall necessarily serve on College Committees at any one time.

d. As a general rule, simultaneous assignment to more than one General Committee shall be avoided although this guideline shall not prejudice the selection of any member of the Faculty for the Committee on Committees.

e. Each committee may invite any person for consultation in relevant committee business, and all members of the college community are encouraged to cooperate upon receipt of such invitation.

f. Committee appointments shall be made annually, with nominations and election of the Committee on Committees and the Committee on Academic Policies being made during the February meeting of the Faculty. All nominations for membership on these committees shall be made from the floor of the faculty meeting. During the March meeting of the Faculty the Committee on Committees shall present nominations for all other committee positions, at which time the

Faculty shall elect. Appointment to membership on the Committee on Committees shall become effective immediately following the (February) faculty meeting of their election. In all other cases, committee appointment shall become effective with the beginning of the academic year. In the fall the Committee on Committees shall submit nominations to the Faculty for any vacancies on the college committees, and the Student Government Association shall submit to the Committee on Committees its selections of students for appointment to committees.

g. At any time interested parties may make suggestions to the Committee on Committees with reference to committee preference, assignment, or nomination.

h. Election procedures shall always provide for the privilege of nomination from the floor.

i. The Committee on Committees when nominating, and the Faculty when electing, shall use care to have proper representation from the major academic disciplines of the College, particularly so in cases where broad representation is essential to the well-functioning of a committee.

j. Sub-Committees or Ad Hoc Committees may be appointed by the President at any time.

k. The President of the College is an ex officio member of all committees of the College.

3. Organization

a. The senior faculty member of each committee shall convene the committee for its first meeting, at which time a chairman and a secretary shall be elected to serve for that year. Any faculty member of the committee may serve as chairman except in the case of the Committee on Teacher Education.

b. Each committee shall keep regular minutes which shall be made available on request to the Committee on Committees and which shall be filed with the President of the College at the end of the academic year.

c. Each committee shall report in writing to the Faculty annually and at other times as may be appropriate. Committee recommendations and reports to be presented to the Faculty shall be distributed in advance of the faculty meeting.

GENERAL COMMITTEES

4. Committee on Committees

The duties of the Committee on Committees shall be as follows:

a. To keep the committee structure of the College under constant study and review.

b. To supervise and encourage the committees of the College with a view to effective and responsible performance of their functions.

c. To serve as a nominating committee for the election of faculty members for the committees of the College; no nominations shall be made for at large membership on the Committee on Academic Policies, the Committee on Promotion, Tenure, Leave, and Non-reappointment, or to the Committee on Committees itself.

d. To decide in marginal cases to which committee a given subject should be referred.

e. To assist the President and the Dean of the College, when requested by them, in preparing an agenda for faculty meetings.

f. To serve as tellers at faculty meetings for the academic year.

The annual report of the Committee shall be made available to the President of the College.

The membership of the Committee shall be composed of five members of the Faculty elected by the Faculty.

5. Committee on Academic Policies

The Committee on Academic Policies shall be concerned with the formulation and implementation of the education policies of the College. It shall review and make recommendations to the Faculty on matters affecting curriculum, revision of departmental offerings, introduction or elimination of courses, course requirements and credit hours, evaluation of independent and honors programs, development and curtailment of new departments or programs, and offerings in areas of concentration and distribution.

This Committee shall review and make recommendations to the Faculty on all matters relating to degrees offered and graduation requirements, including total number of hours, quality points, distribution of courses, requirements for areas of concentration, and the minimum and maximum number of hours a student may schedule per semester. It shall study and recommend course offerings in relation to the departmental aims and the present and long range educational policies of the College.

The membership of the Committee shall be composed of the department chairmen, the Dean of the College, and six other faculty representatives (two from Humanities, two from Natural Sciences, and two from Social Sciences), to be elected by the Faculty. The Librarian and the Registrar shall be members ex officio with privileges of the floor. There shall be three upperclass student representatives (one from Humanities, one from Natural Sciences, and one from Social Sciences) elected by the Student Government Association. When a change is to be made in the distributional requirements or when a course is to be added or deleted from a subject area which has no direct

representative from that subject area on the Committee on Academic Policies, a representative from that subject area shall be invited by the Committee to join his department chairman in presenting the proposed change to the Committee.

The Committee on Academic Policies shall establish a Subcommittee on Academic Standards, which shall be concerned with the academic standards of the College and with the maintaining of those standards. This Subcommittee shall periodically compare the academic standards of Kentucky Wesleyan College with other comparable colleges in an effort to improve the academic program of the College. This Subcommittee shall receive individual petitions related to waivers or exceptions to the stated academic regulations of the College. This Subcommittee shall receive a copy of each approved interdisciplinary studies program, which it may veto within one month if it finds the program unacceptable. This Subcommittee shall make recommendations on the following:

a. The admission policies of the College.

b. The policies relating to readmission of students previously excluded for academic reasons.

c. The policies relating to the probation, exclusion, and retention of students.

d. Policies relating to academic honors and awards.

e. The program of academic counseling.

This Subcommittee shall select persons whose duty it is to publicize and to encourage applicants for the Danforth, Woodrow Wilson, Rhodes, Fulbright, National Science Foundation and other scholarship programs.

6. Committee on Faculty Professional Interests

The Committee on Faculty Professional Interests shall be concerned with the growth and improvement of the Faculty, both as a body and as individuals. It shall keep under review matters

that influence and determine professional growth and professional security, and it shall present appropriate recommendations to the Administration and to the Faculty on matters relating to that growth and security.

In particular this Committee shall keep under review criteria for salaries offered; for faculty appointments and promotions in rank; for policies related to sabbatical leave and graduate study; for the policy of tenure; for policies concerning academic freedom; and for policies relating to fringe benefits.

This Committee shall serve as the official agency of the Faculty in any situation in which the Administration seeks consultation with the Faculty on matters of professional interests.

The tenured members of this Committee shall serve as the Faculty Grievance Committee. No member shall serve in this capacity, however, if the case being heard involves a conflict of interest such as a case involving a member of the same department or familial relationship. In the event that this procedure would leave less than three members remaining on the Grievance Committee, the Faculty shall elect a temporary member or members to serve for the duration of that case.

This Committee, in cooperation with the Liaison Officer of the Tuition Exchange Program, shall make the final selection of students to be awarded tuition grants at other schools when there are several applicants. A committee member whose son or daughter is an applicant will be expected to be absent from meetings when that application is under consideration.

The membership of this Committee shall be composed of five faculty members, at least three of whom are on tenure, elected by the Faculty.

7. Library Committee

The Library Committee shall be concerned with the review of the

activities and the policies pertaining to the Library Learning Center. It shall study library needs in view of the academic program and work with the Librarian on matters of general library policy, the development of library resources, and means which may best integrate the library program with other academic activities of the College. The Committee shall offer recommendations to the Librarian on the allocation of book funds to departments.

The membership of this Committee shall be composed of the Librarian, three upperclass students (one from Humanities, one from Natural Sciences, and one from Social Sciences) elected by the Student Government Association, and two faculty representatives from each of the three divisions, with no two from the same department, elected by the Faculty.

SPECIAL COMMITTEES

8. Admissions Committee

The Admissions Committee shall be concerned with administering the admissions policies determined by the Sub-Committee on Academic Standards. It will decide upon individual cases that may be brought to it by the Director of Admissions regarding the admission and readmission of students. This Committee also may make recommendations to the Sub-Committee on Academic Standards concerning needed policy changes in admissions. The Committee in cooperation with the Liaison Officer of the Tuition Exchange Program will select incoming students who wish to attend Kentucky Wesleyan College under the Tuition Exchange Program.

The membership of this Committee shall be composed of the Registrar, the Director of Admissions, the Dean of the College, four faculty members (two of whom shall be tenured) elected by the Faculty, and one student member chosen by the Committee from a list of nominees submitted by the Student Government Association.

9. Committee on Faculty Status

The Committee on Faculty Status shall be an advisory committee to recommend to the Dean of the College and the President of the College fellow faculty members for appointment, promotion, tenure, leave and non-reappointment. The Committee shall review all pertinent material concerning each faculty member being considered for any of these relationships. No member of the Committee shall be eligible for election to promotion, tenure, or leave.

The Committee shall notify and request personal interviews with faculty members being considered for tenure. Interviews with other faculty members, concerning tenure decisions, also may be requested. Anyone who wishes may appear before the Committee to speak on his own behalf with reference to any of these relationships.

The Committee shall be composed of five (5) members to be determined as follows: Three (3) tenured faculty members, one (1) from each division of the College to be elected by each division in a caucus of the regular March faculty meeting, two (2) tenured full professors of the faculty (from separate divisions) to be elected at large from the floor at the regular March faculty meeting.

10. Athletic Committee

The Athletic Committee is the liaison agent between the College and the athletic organizations in which the College holds membership. This Committee, jointly and severally, is responsible to the Faculty and the President of the College for a wholesome program of intercollegiate athletics.

The Athletic Committee:

a. Determines eligibility of athletes for intercollegiate athletic team contests;

b. Determines how many games of each sport are to be played and what colleges or universities are to be scheduled;

c. Determines participation in tournaments and makes arrangements for such participation; and

d. Determines what athletic awards will be made to students and makes arrangements for athletic recognition programs.

The Committee will be expected to aid the President, the Business Manager, and the Head Basketball Coach in the preparation of an athletic department budget covering athletic student aid, team travel, team supplies and equipment, and other expenses with the exception of coaches' salaries.

In addition to the duties described above, the Athletic Committee will perform, under the direction of the President of the College, any other duties normally reserved for such committee. (See statement of Athletic Policy of Kentucky Wesleyan College.) The Athletic Committee is composed of the Director of Athletics, the Head Basketball Coach, the Business Manager and Treasurer of the College, six faculty members elected by the Faculty, and two students elected by the Student Government Association.

11. Teacher Education Committee

The Teacher Education Committee shall be concerned with an effective program of teacher education and teacher certification.

The Committee shall review applications to the program and grant approval for admission to the program; shall keep under review academic policies relating to teacher education; shall be concerned with trends in public education as well as recommendations set forth by the State Department of Education and the Southern Association of Colleges and Schools.

The membership of the Committee shall be composed of the Director of Teacher Education and representatives from the following

areas: Elementary Education, Secondary Education (Coordinator of Teacher Education), Business and Economics, English and Speech-Drama, History and Political Science, Sociology and Psychology, Health and Physical Education, Music and Art, Mathematics and Physics, Biology and Chemistry, Modern Language, Education Materials Librarian, and other departments as the need arises. The Director of Teacher Education shall serve as chairman as directed by the State Department of Education.

The membership of this Committee as indicated above shall be elected by the Faculty.

12. Supplementary Credits Program (SCP) Committee

The SCP Committee shall develop criteria for selection of Supplementary Program activities; approve in advance all activities of the Supplementary Program (approving and scheduling the majority of activities prior to the beginning of the fall semester); help to establish its proposed budget; and establish and maintain through the Executive Secretary a workable system of evaluation of student learning experiences. The Committee and the Executive Secretary will report directly to the Faculty.

The membership of the SCP Committee shall be: The Executive Secretary of the Supplementary Credits Program; the Academic Dean; four (4) faculty members (at least one from each of the 3 divisions) elected by the Faculty; and three (3) students (one from each division) selected by the Student Government Association. Each member should have an active interest in the Supplementary Credits Program and be in agreement with its underlying philosophy.

13. Committee on Student Aid

The Committee on Student Aid shall be concerned with policies concerning student financial aid. It is the role of the Scholarship and Loan Officer to screen all applicants for aid, scholarships, loans, and college and off-campus employment in close cooperation with members of the Committee. After final selection and decision, the Committee on Student Aid should approve or disapprove actions and decisions of the Scholarship and Loan Officer.

In the area of specific grants for special skills and talents (music, drama, athletics, etc.) recommendations should originate with heads of departments of such activities. These

recommendations are then submitted to the Scholarship and Loan Officer who will then process these along with other forms of aid which will be presented to the Committee for approval or disapproval.

The membership of this Committee shall be composed of the Scholarship and Loan Officer, three faculty members elected by the Faculty, and one student elected by the Student Government Association.

14. Committee on Religious Life

The Committee on Religious Life shall supervise and coordinate the religious life program of the campus. This Committee has as its specific responsibility the chapel worship services, the religious emphasis convocations, and a concern for the religious counseling of students. It shall give attention to additional religious concerns which need campus-wide guidance.

The membership of the Committee shall be composed of the following: the President, the Dean of Students, and the Chaplain of the College as the executive officer; three faculty members elected by the Faculty (at least one of whom shall not be a member of the Religion and Philosophy Department); a local pastor, appointed by the President after consultation with the Chaplain; the president of each approved student religious group; and one student elected by the Student Government Association, who is not related to any of the campus religious groups.

JOINT COMMITTEES

15. Committee on Honorary Degrees

Three members of the Faculty elected by the Faculty to three rotating terms, the President of the College ex officio, the Chairman of the Board of Trustees ex officio, and seven or more members of the Board of Trustees serve as a Joint

Committee on Honorary Degrees. The procedures for the work of this Committee are set forth in the By-laws of the College.

VII. Amendment and Suspension of By-Laws

1. Proposed amendments to the By-laws shall be circulated in written form at least twenty-one days prior to submission for adoption. An affirmative vote of two-thirds of the members present shall be required for adoption.

2. By a vote of two-thirds of the members present the By-laws may be suspended for the transaction of business at that meeting.

APPOINTMENT, PROBATION, AND TENURE

Appointment

Regular appointments to the instructional staff carry one of the following ranks: instructor, assistant professor, associate professor, or professor. Special appointments which are clearly limited to a brief association with the College may be designated by other appropriate titles. All full-time appointments to the rank of instructor or higher are of two kinds: (1) probationary appointments; (2) appointments with continuous tenure.

All faculty and senior staff appointments are made in writing. The President of the College forwards each appointee a letter in duplicate stating the terms and conditions of the appointment, including rank and/or title, the basis and term of the appointment, compensation, period of service, and assignment of work. Any subsequent extensions, modifications, special understandings, or notices will also be stated in writing and a copy will be given to the appointee.

The College normally will notify faculty members of the terms and conditions of their renewals by March 15, but in no case will such information be given later than April 15.

The appointee will signify his acceptance at the bottom of the letter of appointment, returning one copy to the President of the College within two weeks of the date of the original letter.

Probation

Probationary appointments may be made for one year, or for other stated periods, subject to renewal. The total period of full-time service prior to the acquisition of continuous tenure will not exceed seven years, including all previous full-time service with the rank of instructor or higher in other institutions of higher learning, except that the probationary period may extend to as much as four years for an appointee who has more than three years of service in one or more institutions, even though his total full-time service in the profession will thereby exceed

seven years. For a nontenured faculty member on scholarly leave of one year or less, the period of leave will count as part of the probationary period as if it were prior service at another institution, unless the individual and the College agree in writing to an exception to this provision at the time the leave is granted.

Every person serving a probationary appointment will be notified each year in writing of his appointment and of all matters relative to his eligibility for the acquisition of tenure.

Tenure

Faculty members are given continuous tenure upon election to tenure by the Board of Trustees following the recommendation of the President of the College.[1] Such recommendation will be made only after consultation with the Dean of the College, the appropriate Department Chairman, and the Committee on Faculty Status. Tenure, of course, is given only for faculty positions. There is no such thing as tenure in an administrative relationship (department chairman, etc.). Professional librarians who have faculty rank, however, are eligible for tenure as members of the professional library staff.

The Philosophy of Tenure. Kentucky Wesleyan College values and subscribes to the concept of tenure as that concept has evolved and is maintained within the academic profession. The College believes that tenure provisions, adequately defined and interpreted, are mutually beneficial to the individual faculty member and the institution.

The concept and meaning of tenure, however, are not infrequently misunderstood by persons both without and within the circles of higher education, and it is also true that the details and implementation of the concept vary somewhat among colleges. For these reasons, therefore, Kentucky Wesleyan College has formulated this statement of its philosophy of tenure, which it believes to be compatible with the general guidelines of the professional associations and with the practices which obtain in leading institutions elsewhere.

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[1] On policies regarding tenure see also the By-laws of Kentucky Wesleyan College, IV, 7.

Tenure means that the faculty member is no longer under contract with a specific time of termination, but that his appointment is continuous unless the institution can bear the burden of dismissing or terminating him with adequate cause subject to academic due process. The central objective of tenure is to safeguard and maximize academic freedom. A subsidiary objective is to provide a reasonable amount of job security without the dispiriting risk of summary termination.

Put another way, the conferral of tenure means that the College, after observing the individual through an appropriate period of probationary service, has rendered a favorable judgment establishing a rebuttable presumption of the individual's professional excellence, and that the College is thereby willing to take upon itself the obligation of protecting the individual's academic freedom and professional security.

From this it should be clear that the conferral of tenure by no means implies or guarantees a lifetime appointment for the individual. Rather, tenure means that the individual will not be dismissed nor his contract terminated without adequate cause and without the observance of academic due process. Indeed, there are three possible contingencies which could arise against which even the tenured faculty member of unquestioned excellence might not be able to protect himself; i.e., medical disability, discontinuance of a department or program, and financial exigency within the College (see below, p. 48). Moreover, the rebuttable presumption of the tenured faculty member's professional excellence may be lost through his misconduct, inefficiency, or neglect of duty (see below, p. 49).

This understanding of tenure carries also certain implications for the nature of probationary appointments. One who is appointed to probationary status should not assume that the College thereby presumes his professional excellence, and that if he performs his routine tasks, "keeps his mouth shut," and avoids flagrant misconduct, he may then expect annual renewals and in due time election to tenured status. Rather, the period of probationary service is the opportunity given to the appointee who shows promise to establish and demonstrate his excellence to the College. Under probationary appointment he may claim protection for

his academic freedom and may assume that he will not be dismissed without adequate cause during his contract, but he has no right to assume renewal short of the achievement of his expected potential. Furthermore, he should be aware that the responsibility of the College is to develop the strongest faculty possible within its means, and that if the College finds or may find another candidate whom it regards as more attractive than he, it is under no obligation to reappoint him.

APPOINTMENTS, RANK, AND PROMOTION

Appointments

Because the faculty and staff are the chief catalysts in the liberal education process, the College exercises due care in their appointment and assignments. Four criteria are of paramount importance:

1. Scholarly competence for the academic assignment involved;
2. Teaching effectiveness;
3. Rapport with students and colleagues; and
4. Personal character and relationship to the Christian faith.

While we would not attempt to direct the personal lives of our faculty and staff members, we do expect them, in the fullest measure possible, to exemplify and uphold the intellectual, moral and aesthetic standards which we want our students to aspire to. Further, we believe a substantial majority of the faculty and staff should be personally committed as Christian persons and actively involved in the life of the Christian community.

Rank

In determining the rank of appointees to the faculty, the following criteria are given primary consideration:

Instructor

1. Shall hold the master's degree or the equivalent;
2. Shall have evidence of ability or of promise as a college teacher.

Assistant Professor

1. Shall hold a doctoral degree (or equivalent) or be a candidate for a doctoral degree; or shall hold a master's degree (or equivalent) and have four or more years experience as a teacher;

2. Shall have demonstrated ability as a college teacher;

3. Shall have evidence of dependable and useful service to the College.

Associate Professor

1. Shall hold the doctoral degree and have rendered effective service as a college teacher for four or more years; or shall have completed significant graduate study beyond the master's degree and have demonstrated effectiveness as a college teacher for seven or more years;

2. Shall have demonstrated ability to do substantial scholarly work as evidenced by published articles or books, by significant research, or other scholarly or pedagogical contributions;

3. Shall have continuing evidence of dependability and usefulness to the College.

Professor

1. Shall hold the doctoral degree and have demonstrated superior ability as a college teacher for seven or more years; or, in rare instances, shall hold the master's degree with substantial additional graduate work and shall have demonstrated superior college teaching ability for at least ten years;

2. Shall have demonstrated continuing ability for superior scholarship in his academic discipline, as evidenced by research,

publications, and/or participation in learned societies;

3. Shall have continuing evidence of dependability and extraordinary usefulness to the College.

Emeritus Relationship. Retirees of the rank of Professor and Associate Professor who have given at least seven years of continuous service to Kentucky Wesleyan College may be granted the emeritus status upon the vote of the faculty confirmed by the vote of the Board of Trustees. Emeriti shall continue to receive such faculty privileges as library services, receipt of the publications of the College, participation in convocations and academic processions, attendance at College events, including athletic contests, and other such privileges as the College may be in a position to bestow.

Promotion

Recommendations of the administration concerning appointments, promotions in rank, and tenure are presented to the Board of Trustees for confirmation or approval. The Committee on Faculty Status will advise the administration in such matters. In making recommendations concerning these matters, the administration, with the help of the Committee, will solicit and consider the evaluations of department chairmen, students, and faculty colleagues and any relevant information a faculty member may wish to submit in his own behalf.

ACADEMIC FREEDOM AND RESPONSIBILITY

Kentucky Wesleyan College is committed to the protection of academic freedom and tenure and the requirements of due process. Recognizing that the right of academic freedom is guaranteed by the First Amendment of the Constitution, the College has officially endorsed the "1940 Statement of Academic Freedom and Tenure", developed by A.A.U.P. and the Association of American Colleges. The portion of the statement relating to academic freedom and its limitations is as follows:

(a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(b) The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment.

(c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

RIGHTS AND OBLIGATIONS OF FACULTY MEMBERS

It is appropriate and beneficial for a college to adopt and publish a statement of what it acknowledges to be the rights or privileges and what it claims to be the obligations, legal and moral, of teachers who are appointed to the college faculty. The following formulation of professional rights and obligations is offered here in an attempt to indicate the general scope of such a desired statement. Implementation of the policies presented here should be a prime concern of every faculty and staff member, as well as of all administrative officers.

Rights of Faculty Members

Kentucky Wesleyan College recognizes and upholds the following rights of faculty members:

1. The right to be covered by clear and mutually binding terms of appointment.

2. The right to be remunerated for services in proportion to status and responsibility, according to contract.

3. The right to equal consideration with others in the matter of promotion.

4. The right to claim tenure after a specified period of probation, provided, of course, that no contrary reasons obtain in any way.

5. The right to "due process" in matters of dispute, including the right of ultimate appeal through the President to the Board of Trustees.

6. The right to assume that efforts will be made by the administration to render an equitable distribution of teaching loads.

7. The right to share in the College's provisions for faculty welfare (e.g., retirement plan, major medical and life insurance).

8. The right to participate in the functions and powers of the faculty as a deliberative body in the academic governance of the College.

9. The right to assume the College's protection in matters of academic freedom.

Obligations of Faculty Members

Rights and obligations are correlative. An individual who accepts appointment to the college faculty with the accompanying rights and privileges is expected also to accept the following obligations:

1. The obligation as a full-time appointee to render full-time service to the College while in session, and not to accept employment outside the College except by permission of the administration.

2. The obligation to know the educational purposes and objectives of the College and to work conscientiously to implement them.

3. The obligation to serve the College and its students as effectively as possible in intramural and extramural relationships, realizing that the conduct and utterances of faculty members often reflect, for good or ill, upon the College and higher education generally.

4. The obligation to work diligently throughout the period of one's appointment to improve in scholarly competence, professional stature, and pedagogical skills.

5. The obligation in exercising one's own personal and professional rights to respect and protect the rights and interests of students, other faculty and administrators.

6. The obligation to maintain sound academic standards and to observe and enforce College policies and regulations; for example, to meet all classes regularly as scheduled, to be fair in evaluating the academic performance of students, to sanction no academic dishonesty, to counsel students willingly and thoughtfully.

7. The obligation to avail oneself of the College's provisions for faculty welfare in order to remain as financially independent as possible in one's retirement years and/or under adverse emergency circumstances.

8. The obligation to assume one's share of responsibility for the work of the faculty; for example, to attend faculty meetings regularly, to participate conscientiously in academic policy deliberations and decisions, to serve on faculty committees, and to accept other assignments and responsibilities appropriate to a professional relationship with the College.

9. The obligation to observe high standards in personal and professional ethics so that one's conduct reflects creditably upon himself, his colleagues, the College, and the teaching profession.

Policy Statements Concerning Specific Faculty Responsibilities

In an effort to facilitate implementation of faculty responsibilities and obligations, the following policy statements are offered as guidelines on the indicated topics:

1. Teaching Load. The normal teaching load at Kentucky Wesleyan College is defined as "twelve to fifteen semester hours each semester (or such equivalent load as the Dean of the College shall determine after consultation with you)." Department Chairmen are normally assigned a nine to twelve semester hour teaching load, while other faculty members may be assigned to teach as many as twelve to fifteen semester hours. The teaching loads of

faculty in such areas as music, drama, the natural sciences, and physical education (i.e., where courses typically involve private instruction, extra-classroom activities, or laboratories) are adjusted accordingly.

Team Teaching. In calculating the teaching load in team-taught courses the following considerations shall obtain:

(effective number of hours taught) = (1.5) x (actual fractional responsibility of the instructor) x (number of credit hours of the course)

For example, two instructors sharing equal responsibility in a three-hour team-taught course would receive 2.25 hours credit towards their course load.

(2.25) = (1.5) x (.5) x (3)

A team-taught course is one in which two or more teachers share a basic responsibility for all class sessions.

Independent Study. When a faculty member's teaching load and schedule permit, he may supervise eligible students in independent study or research projects. Supervision of students in independent study, however, is not normally considered in calculating faculty teaching loads.

Tutorials. Courses offered tutorially require the prior written consent of both the faculty member and the Dean of the College.

2. Counseling of students and office hours. An important feature of the Kentucky Wesleyan College approach to education is academic and personal counseling of students by faculty members. Faculty members are requested to post and maintain a reasonable number of on-campus "office" (study) hours (6-12) each week when students may be assured of finding their faculty advisors and instructors available for counseling and conferences.

3. Absences from the Campus. In cases of illness or other compelling personal emergency requiring his absence from the campus, a faculty member should notify his department chairman and/or the Dean of the College so arrangements can be made to cover his instructional duties during his absence.

In other circumstances requiring absences from the campus (e.g., to attend professional or scholarly meetings), the faculty member should request in advance approval of his plans by his department chairman and the Dean of the College.

4. Faculty Meetings and Commencement Exercises. Every faculty member is expected to be present for these functions. If circumstances necessitate one's absence, he should notify the Dean of the College in advance if possible.

5. Attendance at other College Functions. To foster good morale among faculty and students and other constituents and to share in extra-curricular culture and educational opportunities, faculty members are urged to attend, when possible, the college-sponsored convocations, lyceum programs, and other social and cultural events.

6. Recruitment of Students. Particularly during this time of subnormal student enrollment, faculty members are requested to volunteer their assistance, as their time and interests permit, for recruitment of students for their departments and for the College generally. The Director of Admissions will have suggestions on how faculty members can best help his staff in this work.

7. Public Representation of the College. From time to time, faculty and administrative staff members are invited to represent the college as speakers or resource persons at civic clubs, churches, educational institutions, or professional meetings. In an effort to encourage faculty members to undertake these public relations and civic functions, the College will usually be able to pay for any travel expenses entailed, particularly when an honorarium is not paid by the institution or group requesting the service.

8. Outside Employment and Political Offices. A full-time appointment at Kentucky Wesleyan College does not leave much time or energy for holding another job. To insure the best and most efficient work from all its appointees and employees, the College has established the policy of asking its personnel not to accept employment elsewhere in addition to their full-time work at the College. If an exception is to be made to this policy, the exception must be approved in advance by the President and the Executive Committee of the Board of Trustees, on a request submitted in writing. A violation of this regulation will be considered a breach of contract.

In addition to the above statement, the Board of Trustees has seen fit to pass the following resolution concerning this subject:

> RESOLVED: That no members of the Kentucky Wesleyan College instructional or administrative staff seek office, either appointive or elective, excepting in the field of formal education or religious work, without the approval of the President of the College. If the approval shall be denied, the member shall have the right of appeal to the Executive Committee of the Board of Trustees, who may grant permission by majority vote.

COMPENSATION

Salary

The Faculty Salary Schedule given here was effective with the beginning of the fall semester, 1975.

	Minimum	Maximum
Professors	12,000	20,000
Associate Professors	10,000	18,000
Assistant Professors	9,000	16,000
Instructors	8,000	12,000

This salary schedule pertains to full-time faculty appointments for the nine-month academic year.[1] The College endeavors to improve salaries as its resources permit and as living costs increase. Increments are based upon merit as evidenced by professional progress and accomplishments. Superior teaching ability, additional graduate work, the earning of higher degrees, scholarly research and publications, and the performance of services of special value to the College are considered in the determination of merit increases.

Salaries of full-time faculty members, administrative officers, and staff members are paid in twelve equal installments on the twenty-fifth day of each month.

Independent study and/or research courses are normally not considered in calculating faculty teaching loads and do not carry additional remuneration.

For tutorial instruction the instructor is paid 60% of the double tuition which the student is charged.

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[1] On contracts and remuneration for summer teaching, see below, p. 45.
On remuneration for teaching in the mini-semester, see below, p. 46.

For teaching CEU courses, the instructor is paid 60% of the tuition charged, provided that the stipend shall not exceed $300.

Part-time faculty members are paid in accordance with special contracts in two installments a semester. Under certain circumstances (private lessons in applied music, tutorial instruction, and classes with very low enrollment), instructors may receive an established percentage of the instruction fees paid by the student or students enrolled.

Social Security

Appointees and employees of the College participate in the Social Security program under the Federal Insurance Contributions Act. The costs of this program vary from year to year as determined by Congress. In 1977, the individual's contribution is 5.85% of the first $16,500 of his salary, matched by a like amount paid by the College. The annuity from this program and the annuity from the TIAA/CREF program constitute the Retirement Program of the College.

Retirement Plan

I. Participation. A TIAA/CREF retirement plan has been instituted at Kentucky Wesleyan College for regular members of the full-time faculty, administrative officers, and administrative personnel. Participation in this plan is voluntary for eligible individuals who have not attained normal retirement age when they have completed one year of service and have attained age 30. Completion of the preliminary service period will not be required for participation of an employee otherwise eligible who already holds a retirement annuity contract issued by Teachers Insurance and Annuity Association or a similar program.

II. Retirement. Except as provided in Section III, all participants in this retirement plan shall retire at the end of the school year (commencement) in which they attain age 65 (or will have attained age 65 before the beginning of the subsequent fall term), herein called "normal retirement age."

III. Extension of Service. By special vote of the Board of Trustees, extensions of service beyond normal retirement age may be made

for definite periods not to exceed one year each, but no such extensions shall postpone retirement beyond the end of the academic year in which age 70 is attained.

IV. Contributions. Each participant in this retirement plan may contribute not more than 5% of his regular annual salary. Kentucky Wesleyan College shall deduct such contributions from salary payments, add equal amounts as its contribution, and apply the combined sum to the purchase of retirement benefits for the participant as follows:

A. At the election (written) of the participant, either 100% or any proportion between 75% and 25% of such combined sum will be forwarded to Teachers Insurance and Annuity Association as a premium for a retirement annuity contract on the participant's life.

B. Either 100% or the balance, if any, of such combined sum will be forwarded to the College Retirement Equities Fund as a premium for an Equities Fund annuity certificate on the participant's life.

C. The individual may make voluntary contributions beyond 5% but these will not be matched by the College. Such additional contributions in any amount may be made through regular payroll deductions, or by paying additonal single premiums ($50 minimum) to TIAA or CREF.

D. Tax Shelter Annuity Option. Through arrangements with the Business Office a qualifying individual may elect to declare the amount of his contribution to TIAA/CREF as a deferred tax annuity. This sum is then not currently taxable, but will be taxed as ordinary income when he receives it in the form of an annuity.

V. Leave of Absence. During leave of absence on part pay, Kentucky Wesleyan College will continue contributions on the basis of full salary if the participant does likewise.

VI. Contracts. Each TIAA retirement annuity contract and each CREF certificate written in accordance with the regulations governing the program is the property of an individual participant; each contract and each certificate is between a participant and the issuing company.

VII. Amendment. While it is expected that this plan will continue indefinitely, Kentucky Wesleyan College reserves the right to modify or discontinue it at any time.

Group Life and Health Insurance

Kentucky Wesleyan College provides a plan of Group Insurance for the employees of the College and their dependents. This plan was developed in cooperation with, and is administered by, the Board of Higher Education and Ministry of the United Methodist Church (the program is underwritten by the Travelers Company), and includes life insurance, health insurance (hospital and other basic medical expenses), and insurance for major medical expenses.[1]

Participation in the program is optional with the individual. One who chooses to participate may elect either full coverage or life insurance only. Whether a person decides to participate or not, his decision should be indicated on an enrollment card available in the Business Office.

The College bears the cost of the program. Any participant who elects may provide coverage for his dependents at modest personal cost.

Eligibility. A full-time employee in Classes II through VII actively at work is eligible for this insurance on July 1, 1976 or on the first day of the month following 30 days of employment (Class I; 90 days). Application for coverage should be made within 30 days of eligibility so the insurance may be obtained without health questions or a medical examination.

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[1] This combined program supersedes the separate programs of the Washington National Insurance Company and of Kentucky Physicians Mutual, Inc. (Blue Cross/Blue Shield) which were in effect at the College prior to July 1, 1976.

Dependents. May include spouse, unmarried dependent children from birth to 19 years of age, and unmarried dependent children who are students to age 25, if their legal residence is with the employee.

Termination of Insurance. Individual insurance terminates when (1) the employee is no longer employed by Kentucky Wesleyan College; (2) the required premium is not paid; (3) the Group Policies terminate; (4) the insured enters military service. Dependent's insurance also terminates when he ceases to be eligible as a dependent. Within 30 days of termination of employment, one may convert his Group Life insurance into an individual policy written by the company.

Benefits

Life Insurance

Class of Employee: Annual Salary	Life	Accidental Death
I. Less than $5,000	$10,000	$20,000
II. $5,000 but less than $7,500	12,500	25,000
III. $7,500 but less than $10,000	15,000	30,000
IV. $10,000 but less than $15,000	20,000	40,000
V. $15,000 but less than $20,000	25,000	50,000
VI. $20,000 but less than $25,000	30,000	60,000
VII. $25,000 or more	35,000	70,000

Dependents of Active Employee	
1. Spouse	$ 2,000
2. Children: 14 days to 6 months	100
6 months to 19 years	1,000
to age 25, if "student"	1,000

Health Insurance: Active Employees and Dependents

A. Hospital Expenses

1.	Room & Board: Semi-Private In-Full	120-Days
2.	Miscellaneous Expenses: In-Full	All Medical Services
3.	Out-Patient Benefit: Accident & Surgery	In-Full: 72 Hours
4.	Intensive Care	Included
5.	Mental & Nervous Conditions	Same as any Other Illness
6.	Diagnostic Confinement	Same as any Other Illness
7.	Successive Periods of Confinement	1-Day at Work
8.	Pre-existing Conditions	No Restrictions
9.	Confinement for TB	Same as any Other Illness
10.	Maternity	Same as any Other Illness
11.	Definition of Dependent Children	To Age 25 if "Student"

B.	Drs. Visits: In-Hospital; $5 per Day	120 Days: $600
C.	Surgical Expense: R.V.S.	5.0 Units
	Estimated Maximum	$1,000
D.	Anethesia Expense	Incl.: Hospital Misc. Exps. and/or Major Medical
E.	Supplemental Accident	$300 per Accident

Major Medical Expenses

1.	Maximum Payment	$100,000 per Cause
2.	Deductible: Amount	$100 per Cause
	Accumulation Period	6 Months
	Benefit Period	2 Years
3.	Benefit Payment	80% of Excess
		50% for O-P M&N
4.	Covered Charges: Private Room	S-P Room plus $8 per Day
	O-P M&N	$30 per Visit, 50 Visits
	Intensive Care	Included
5.	Definition of Dependent Children	To Age 19
		To Age 25 if "Student"

N.B.: THIS OUTLINE OF THE GROUP LIFE AND HEALTH INSURANCE IS INTENDED TO BE GENERALLY DESCRIPTIVE ONLY. DETAILS RELATING TO BENEFITS, COVERAGE, LIMITATIONS, EXCEPTIONS, ETC., ARE AVAILABLE THROUGH THE BUSINESS OFFICE.

Medical Insurance for Retirees

As a supplement to the Medicare program, the College continues coverage and pays the cost of Health Insurance Benefits (only) for retirees of the College who were enrolled for these benefits as active members.

OTHER BENEFITS

Workmen's Compensation

All faculty and staff employees of Kentucky Wesleyan College are covered under Workmen's Compensation insurance, according to law. Injuries sustained in the course of employment are compensable under this program.

Leaves

Sick Leave

Sick leave with full pay will be granted to all appointees and employees of the College for a total of six days during the year. In cases of serious illness in excess of six days, feasible arrangements will be made with regard to duties and salary. During illnesses of faculty members, colleagues normally share their classes and assignments without additional remuneration.

Sabbatical Leave

Sabbatical leaves are given to appointees with faculty rank at Kentucky Wesleyan College in accordance with the following considerations:

i. The faculty member must have been in continuous employment for six years at Kentucky Wesleyan College to be eligible for sabbatical leave.

2. He must present a program of study, travel, or research that should benefit both himself and the College in his future work at the College.

3. Full pay will be allowed for a leave of one semester, or half pay for two semesters. Given the nature of the sabbatical leave program, one is expected not to perform other remunerative work while on leave.

4. Sabbatical leaves can be given at any particular time only if there is reasonable assurance that arrangements can be made to insure that there will be a smooth operation of the department involved.

5. Since only a limited amount of money can be budgeted for sabbatical leaves in any one year, various factors will have to be considered in selecting the candidates for sabbatical leaves in any year, such as length of service and the most obvious advantage to the College in faculty improvement.

6. A faculty member receiving a sabbatical leave is normally expected to return to Kentucky Wesleyan for a period of two years service following his leave.

7. Application for sabbatical leave should be made by letter to the Dean of the College. Such application should be made well in advance, but in no case later than February 1 of the academic year preceding the leave.

Educational Leaves

Kentucky Wesleyan College expects and encourages its faculty members to continue their professional growth and scholarly pursuits throughout the period of their appointments. The obligation to pursue graduate study opportunities is especially incumbent upon those who hold less than a terminal degree in the academic area of their appointment. Under the appropriate conditions stated below, the College may grant a leave of absence for graduate study and provide limited financial assistance to those who are pursuing the doctoral degree or another course of graduate study specifically approved by the College.

1. The person must have been a full-time faculty member at Kentucky Wesleyan College for a period of at least four years.

* 2. Financial assistance for a person on an educational leave from Kentucky Wesleyan College will be calculated at the rate of $75 per week of graduate study, with a maximum of $1,200 per semester or $2,400 per year being allowed. For summer study, a maximum of $750 will be allowed.

3. Each faculty member accepting educational leave with financial assistance must agree to an appropriate period of service at Kentucky Wesleyan College following the period of graduate study for which assistance was provided: for each semester or each summer of such assistance, the faculty member should agree to serve an academic year at Kentucky Wesleyan College thereafter. One full year of graduate study (two semesters) carries the obligation of two years of subsequent service at Kentucky Wesleyan College. An appropriate contractual understanding will be signed by the faculty member and the President of the College setting forth such terms at the time educational leave is granted.

4 Requests for educational leaves must be submitted by letter to the Dean of the College well in advance, but in no case later than February 1 of the academic year preceding the leave of absence.

5. Approval of requests for educational leaves is necessarily subject to the availability of funds and the feasibility of temporary arrangements for instruction in the department(s) affected by the faculty member's leave of absence.

Other Leaves

Other leaves may be provided in appropriate circumstances for projects of direct benefit to the College, for public or private service outside of the institution, for illness, recovery of health, or maternity.

* As revised, summer 1974.

To protect the academic program of the College any such leave should be applied for well in advance.

All of the terms surrounding the leave should be mutually agreed upon in writing at the time the leave is granted. Such terms would naturally involve the duration of the leave, its effect upon the faculty member's status, any expectations for his return to the College following the leave, adjustments in compensation, and the possible continuation of his fringe benefits during the leave. In working toward reasonable terms, both parties should be informed of the guidelines of the professional agencies pertaining to such leaves.

Professional Dues and Meetings

To encourage professional growth and scholarly pursuits, the College provides limited financial assistance to subvent the cost of faculty memberships in learned societies (and subscriptions to scholarly journals) and for expenses in attending professional meetings. Under the current annual budget, the College will reimburse a faculty member for one-half the cost of his memberships or subscriptions up to a maximum total of $10 for the College's part ($15 in the case of department chairmen). Requisitions for reimbursement to faculty members should be made by department chairmen to the Dean of the College.

An average of only $50 per faculty member is currently budgeted for expenses in attending professional (scholarly) meetings. Requests for grants from this fund should be presented to the Dean of the College well in advance of the dates of meetings. In order to utilize this small fund as equitably as possible, with maximum benefit to the Faculty and College, the amount granted must depend upon the nature of the professional meeting involved, and the significance of the faculty member's participation in it. Normally it is necessary for the faculty member to bear personally at least a portion of the expense involved.

Remission of Tuition

Full-time professional appointees (faculty members, administrative officers, and administrative personnel) and staff employees are eligible for remission of tuition (not fees) for a maximum of six semester-hours in any

semester and three semester-hours in any summer term, provided that (1) the courses are scheduled at a time which does not conflict with their regular duties and (2) they have completed six months of regular full-time service at the College.

Sons, daughters, and spouses of full-time professional appointees are eligible for remission of tuition (not fees) for a total of 128 semester-hours maximum allowed each student. The children and spouses of deceased appointees who had served the College for a tenured period and who were serving the College at the time of their death, are eligible for the same consideration. Children in pre-college music are eligible for waiver of 25% of the special course fee.

Dependent children of staff employees who have completed six months of regular full-time employment at the College are eligible for remission of tuition (not fees) for a total of 128 semester-hours maximum allowed each student. Children in pre-college music are eligible for waiver of 25% of the special course fee.

The remission of tuition is effective only if the President's certification has been received by the Scholarship and Loan Officer and a Student Aid Voucher has been issued.

Tuition Scholarship: WKU and MSU

Both Murrary State and Western Kentucky Universities have established a policy whereby full-time faculty and staff members from Kentucky Wesleyan can obtain a scholarship for one course each regular semester, tuition free. Forms for this scholarship are available from Kentucky Wesleyan's academic dean.

Tuition Exchange Program

Kentucky Wesleyan holds membership in the Tuition Exchange Program, whereby sons and daughters of full-time faculty members and officers of the College may receive remission of tuition at other colleges which belong to the Program, provided that: (1) the other college has a tuition exchange opening; (2) the student is accepted by the Office of Admissions of that college; and (3) the student maintains a "C" average while enrolled there. Such remission of tuition may extend to 128 semester-hours of work, but does not cover course fees or other fees.

Interested students should apply to Kentucky Wesleyan's Liaison Officer in the Program and to the Committee on Faculty Professional Interests no later than October 31 in the year preceding the year in which the student intends to enroll.

Greer Loan Fund

The Sara T. Greer Loan Fund provides short-term, emergency, no interest loans for members of the faculty and administrative staff. Application for such loans should be made to the President. It is within the prerogative of the President to approve applications, subject to the availability of funds. Repayment schedules are approved by the President and the Business Manager jointly.

Bookstore Discounts

Faculty and staff members are eligible for a 10% discount on personal purchases in the campus bookstore (textbooks excluded).

Athletic Tickets

The policy of the Department of Athletics is to provide free admission to home basketball games for each faculty and staff member. Tickets are distributed at Gate 5 on a first come-first served basis, and provide bench seats in the sixth row.

Season bench tickets may be purchased at half price. A season ticket assures one of having the same seat for each game. Also, these seats are somewhat closer to the court than those provided by the free tickets reserved for the faculty. Season tickets may be purchased at the Athletic Office.

Chairback seats, if and when available, may also be purchased at half price.

Unemployment Compensation

Appointees and employees of the College are covered under the Kentucky unemployment insurance law.

SUMMER TEACHING: CONTRACTS AND REMUNERATION

Faculty members who wish to teach in the Summer Sessions should notify the Dean of the College of their intent, in writing, no later than February 1. Those who are invited to teach will be issued separate summer contracts by May 1.

The basic salary schedule for teaching six semester hours in the summer sessions of Kentucky Wesleyan College is $1,200 or one-ninth of the instructor's annual contract salary, whichever is larger; provided that the stipend shall not exceed the tuition income for the course.

This schedule is predicated upon a typical teaching assignment of two 3-semester hour classes taught concurrently in a five-week summer session, each class having a minimum enrollment of 8 students. A class enrolling less than 8 students may be cancelled by the Dean of the College. A faculty member may elect not to teach a class enrolling less than 8 students.

If a faculty member agrees to a teaching assignment of less (or more) than six semester hours in a summer session, his salary will be adjusted proportionally.

If by mutual agreement between the assigned faculty member and the Dean of the College, a faculty member teaches a class (or classes) enrolling less than 8 students (each), his salary will be reduced by one-eighth for each student less than 8 who is enrolled in the class (or classes) at the end of the period for registration and adding of courses.

If a faculty member teaches a class enrolling 8 or more students and another class enrolling less than eight students, his salary will be reduced by 1/16 for each student less than 16 who are enrolled in both classes at the close of the registration period.

A special modification of the above stated policy obtains for the teaching of laboratory science courses in the summer sessions. Under this modification, laboratory science courses which are scheduled as 4 hour courses

with 6 or more contact lab hours per week will be regarded for pay purposes as $4\frac{1}{2}$ hour courses. Those which are scheduled as 3 hour courses with 6 or more contact lab hours per week will be regarded for pay purposes as $3\frac{1}{2}$ hour courses. This will in no way change the way the courses are scheduled nor the tuition charges assessed the students.

The teaching load for team-taught courses shall be calculated according to the formula stated on page 30, above. For each team-taught course, an enrollment of 12 is required for each of the two instructors to receive full compensation. Otherwise, their stipends shall be reduced one-twelfth for each student less than 12 who is enrolled in the class. The combined stipends shall not exceed the tutition income for the course.

MINI-SEMESTER: REMUNERATION

Generally speaking, the Mini-Semester is regarded as equivalent to one-half of a five week summer term. The maximum teaching load is three semester hours, for which the instructor receives $600 or one-eighteenth of his annual contract salary, whichever is larger, provided that the stipend shall not exceed the tuition income for the course.

If by mutual agreement between the instructor and the Dean of the College, a faculty member teaches a class enrolling less than 8 students, his stipend will be reduced by one-eighth for each student less than 8 who is enrolled in the class at the close of the registration period.

SEPARATION FROM THE COLLEGE

Separation from the College may be effected by any of five means:

1. Resignation. When considering the termination of his service to the College, a faculty member should recognize the effect of his decision on the program of the College and give due notice of his intentions.

   A faculty member who is involved in contractual negotiations for another position should ordinarily inform the appropriate administrative officers of the College, so that preliminary planning may begin for his replacement. The conclusion of a binding agreement for a faculty member to accept an appointment elsewhere should always be followed by prompt notice to the College.

   A faculty member may terminate his appointment effective at the end of the academic year, provided that he gives notice in writing at the earliest opportunity, but not later than May 15, or 30 days after receiving notification of the terms of his appointment for the coming year, whichever date occurs later. The faculty member may properly request the appropriate administrative officers for a waiver of this requirement of notice in case of hardship or in a situation where he would otherwise be denied substantial professional advancement or other opportunity, but he should conform to their decision.

   The foregoing is predicated on the assumption that a college or university should not offer an appointment to a member of another faculty after May 1, and that the honoring of faculty commitments is a joint responsibility of faculty members and appointing institutions.

2. Non-renewal of a Probationary Appointment. Regardless of the stated term or other provisions, written notice of nonreappointment, or of intention not to recommend reappointment to the Board of Trustees, will be given to the faculty member in accordance with the following standards:

A. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or if a one-year appointment terminates during an academic year, at least three months in advance of its termination.

B. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.

C. At least twelve months before the expiration of an appointment after two or more years in the institution.

If a faculty member on probation alleges that considerations violative of academic freedom significantly contributed to decision not to reappoint him, he has recourse to due process as defined below.

3. Termination for Cause. Termination of an appointment with continuous tenure, or of a special or probationary appointment before the end of the specified term, may be effected only for adequate cause. Such termination shall not be regarded as a dismissal if it rests upon any of the following three contingencies:

A. Medical reasons. Such medical reasons will be based on clear and convincing evidence which shall, if the faculty member so requests, be reviewed by the Committee on Faculty Professional Interests before a final decision is made by the Board of Trustees on the recommendation of the President of the College.

B,C. Financial exigency, or discontinuance of a program of department of instruction.

(i) These shall be demonstrably bona fide.

(ii) Faculty members shall be able to have the issues reviewed by the Committee on Faculty Professional Interests, with ultimate review of all controverted issues by the Board of Trustees.

(iii) The faculty member concerned will be given notice as soon as possible, and never less than twelve months notice, or in lieu thereof he will be given severance salary for twelve months.

(iv) The released faculty member's place will not be filled by a replacement within a period of two years, unless the released faculty member has been offered reappointment and a reasonable time within which to accept or decline it.

(v) Before terminating an appointment because of the abandonment of a program or department of instruction, the College will make every effort to place affected faculty members in other suitable positions.

4. Dismissal. Faculty members with tenure or those whose probationary appointments have not expired are subject to dismissal for misconduct (immorality, dishonesty, disloyalty), inefficiency (incompetence), or neglect of duty (indifference).

Adequate cause for a dismissal will be related, directly and substantially, to the fitness of the faculty member in his professional capacity as a teacher or researcher. Dismissal will not be used to restrain faculty members in their exercise of academic freedom or other rights of American citizens.

Dismissal procedures shall follow due process as defined below.

5. Retirement. Faculty and administrative appointees shall retire at the end of the academic year (commencement) in which they attain age

65 (or will have attained age 65 before the beginning of the subsequent fall term), herein called "normal retirement age". By special vote of the Board of Trustees, extensions of service beyond normal retirement age may be made for definite periods not to exceed one year each, but no such extensions shall postpone retirement beyond the end of the academic year in which age 70 is attained.

ACADEMIC DUE PROCESS

Grievance

If any faculty member feels that he has cause for grievance in any matter not covered by the procedures described elsewhere in the policies of Kentucky Wesleyan College, he may petition the elected faculty Grievance Committee for redress. The petition shall set forth in detail the nature of the grievance and shall state against whom the grievance is directed. It shall contain any factual or other data which the petitioner deems pertinent to his case. The committee will have the right to decide whether or not the facts merit a detailed investigation. Submission of a petition will not automatically entail investigation or detailed consideration thereof. The committee may seek to bring about a settlement of the issue satisfactory to the parties. If in the opinion of the committee such a settlement is not possible or is not appropriate, the committee will report its findings and recommendations to the petitioner and to the appropriate administrative officer. The petitioner has the right of final appeal to the Board of Trustees, in accordance with the By-laws of Kentucky Wesleyan College, Article V.

The tenured members of the Committee on Faculty Professional Interests constitute the faculty Grievance Committee.

Non-Renewal

All members of the faculty, whether tenured or not, are entitled to academic freedom. If a faculty member on probationary or other non-tenured appointment alleges that considerations violative of academic freedom significantly contributed to a decision not to reappoint him, his allegation will be given preliminary consideration by the Committee on Faculty Professional Interests, which will seek to settle the matter by informal methods. His allegation shall be accompanied by a statement that he agrees to the presentation, for the consideration of the faculty committees, of such reasons and evidence as the institution may allege in

support of its decision. If the difficulty is unresolved at this stage, and if the committee so recommends, the matter will be heard in the manner set forth in "formal (Dismissal) Proceedings," (see below) except that:

1. The faculty member making the complaint is responsible for stating the grounds upon which he bases his allegations, and

2. The burden of proof shall rest upon him.

If he succeeds in establishing a prima facie case, it is incumbent upon those who made the decision not to reappoint him to come forward with evidence in support of their decision.

Dismissal Procedures

Preliminary Proceedings

1. When reason arises to question the fitness of a faculty member who has tenure or whose term appointment has not expired, the appropriate administrative officers should ordinarily discuss the matter with him in personal conference. The matter may be resolved by mutual consent at this point.

2. If an adjustment does not result, the Committee on Faculty Professional Interests should informally inquire into the situation. The Committee should:

   a) render confidential advice,

   b) effect an adjustment if possible, but

   c) if no adjustment is effected, determine whether in its view formal proceedings to consider his dismissal should be instituted.

   If the Committee recommends that dismissal proceedings should be begun, or if the President, even after considering a recommendation

of the Committee favorable to the faculty memb , expresses his conviction that a proceeding should be undertaken, action should be commenced under the procedures which follow.

Formal Proceedings

I. Initial Steps.

1. The President or his delegate should formulate a statement with reasonable particularity of the grounds proposed for the dismissal and should communicate the statement to the faculty member.

2. As soon thereafter as possible, the President should convene the faculty of the college for the purpose of electing an ad hoc faculty Hearing Committee. Five members and five alternates should be elected, chosen on the basis of their objectivity and competence and of the regard in which they are held in the academic community. A faculty member may decline his own nomination to the committee if he deems himself disqualified for bias or interest. In determining the final membership of the committee each party will have a maximum of two challenges without stated cause. The committee shall elect its own chairman.

3. The President's letter to the faculty member should inform him that, if he so requests, a hearing to determine whether he should be removed from his faculty position on the grounds stated will be conducted by the Hearing Committee at a specified time and place, not sooner than 20 days following the date of the letter.

4. The faculty member should state in reply whether he wishes a hearing and, if so, should answer in writing, not less than one week before the date set for the hearing, the statements in the President's letter.

5. The Hearing Committee should proceed by considering the President's statement of grounds and the faculty member's written response. If the faculty member has waived a hearing, but denies the charges against him or asserts that the charges do not support a finding of adequate cause, the Hearing Committee should consider the case on the basis of the obtainable information and decide whether he should be removed; otherwise the hearing should go forward.

II. Procedural Rules for the Hearing.

1. The Hearing Committee, in consultation with the President and the faculty member, will exercise its judgment as to whether the hearing should be public or private.

2. The President may designate an appropriate representative; also the President himself will have the option of attending the hearing. The faculty member will be permitted to have an academic advisor and other counsel of his own choice.

3. At the request of either party or the Hearing Committee, a representative of a responsible educational association shall be permitted to attend the proceedings as an observer.

4. A verbatim record of the hearing or hearings will be taken and a typewritten copy will be made available to the faculty member without cost to him, at his request.

5. The burden of proof that adequate cause exists rests with the institution, and shall be satisfied only by clear and convincing evidence in the record considered as a whole.

6. The hearing tribunal will grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.

7. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and

the administration of the college will, insofar as it is possible for it to do so, secure the cooperation of such witnesses and make available necessary documents and other evidence within its control.

8. Either party will have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear, but the committee determines that the interests of justice require admission of his statement, the committee will identify the witness, disclose his statement and if possible provide for interrogatories.

9. In the hearing of charges of incompetence, the testimony shall include that of qualified faculty members from this or other institutions of higher education.

10. The Hearing Committee will not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.

11. Each party should be given the opportunity to argue orally before the committee. If written briefs would be helpful the committee may request them.

III. Conclusions.

1. The Hearing Committee should reach its decision in conference on the basis of the hearing. It should make explicit findings with respect to each of the grounds of removal presented, and a reasoned opinion may be desirable. The President and the faculty member should be notified of the decision in writing and should be given a copy of the record of the hearing.

2. The Hearing Committee may find:

a. Adequate cause for dismissal has not been established.

b. Adequate cause for dismissal has been established.

c. An academic penalty less than dismissal would be more appropriate, with supporting reasons.

3. If dismissal or other penalty is recommended, or if the President rejects a finding that is favorable to the Faculty member, the President will transmit to the Board of Trustees the full report of the Hearing Committee, stating its action. If the Board of Trustees chooses to review the case, its review should be based on the record of the previous hearing, accompanied by the opportunity for argument, oral or written or both, by the principals at the hearing or their representatives. The decision of the Hearing Committee should either be sustained or the proceeding be returned to the Hearing Committee with objections specified. In such a case the Hearing Committee should reconsider, taking account of the stated objections and receiving new evidence if necessary. It should frame its decision and communicate it in the same manner as before. Only after study of the Hearing Committee's reconsideration should the Board of Trustees make a final decision sustaining or overruling the committee.

IV. Publicity.

Except for simple announcements as may be required, covering the time of the hearing and similar matters, public statements about the case by either party should be avoided as far as possible until the proceedings, including consideration of the case by the Board of Trustees, have been completed. Announcement of the final decision should be made through the President's office and should include a statement of the Hearing Committee's original action, if this has not previously been made known.

V. Suspension.

Until the final decision upon termination of an appointment has been reached, the faculty member will be suspended, or assigned to other duties in lieu of suspension, only if immediate harm to himself or others is threatened by his continuance. Before suspending a faculty member, pending an ultimate determination of his status through the college's hearing machinery, the administration will consult with the Committee on Faculty Professional Interests. Suspension is appropriate only pending a hearing; a suspension which is intended to be final is a dismissal, and will be dealt with as such. Salary will continue during the period of suspension.

VI. Terminal Salary or Notice.

If the appointment is terminated, the faculty member will receive his salary or notice in accordance with the schedule of notice appropriate to the non-renewal of probationary appointments (see above, pp. 47-48), or, if he has tenure, for one year. This provision for terminal notice or salary need not apply in the event that there has been a finding that the conduct which justified dismissal involved moral turpitude. On the recommendation of the Hearing Committee or the President, the Board of Trustees, in determining what, if any, payments will be made beyond the effective date of dismissal, may take into account the length and quality of service of the faculty member.

THE LIBRARY

THE LIBRARY

THE LIBRARY LEARNING CENTER

The members of the library staff welcome the opportunity to be of service to members of the Faculty and Students. Such service depends largely upon the free flow of information regarding assignments, materials needed, library resources and services, and related matters. For example, a copy of a student assignment involving the use of Learning Center material should be sent to the Public Services Librarian so that the staff members can anticipate unusual demands upon certain types of material and plan their service program accordingly. Resource and service problems should be discussed with the appropriate members of the staff, such as the Audiovisual Coordinator, thus enabling the faculty member and library staff to exploit fully the possibilities in any given situation. The better informed the staff becomes the more able it will be to assist with Faculty's teaching problems.

The student handbook entitled Your Library Learning Center explains the open stack arrangement, circulation policies and other matters concerning the Center. Orientation programs introduce students to the card catalog, periodical indexes and basic reference works, and emphasize the importance of becoming proficient in the use of the Center. At the time when a student's course work requires regular use of library materials, additional help may need to be given by the instructor and library staff. Instructors who confer with the Public Services Librarian before making assignments requiring extensive library use will find that the library staff can often help students make more efficient use of reference tools, periodical indexes, audiovisual materials, and other resources.

The library staff believes the resources of the Learning Center can make a significant contribution to the instructional program of the Faculty. It is only with the help of the Faculty, however, that the library can play an active part in the teaching program of the College.

The Library Learning Center is located in an attractive building near the center of the campus and is readily available to students and faculty. The plan of the Center provides for storage of over 100,000 books, periodicals, government documents and other multi-media materials, areas for reading and study, services required to supply books and other materials to users, an audiovisual equipment storage area, a production laboratory for graphics and photographic processes, a darkroom, a television studio and control center, a recording studio, a projection room seating about 50 people, three

seminar rooms, a Heritage Room housing the Kentucky United Methodist Heritage Center and other special collections, a faculty study, and an after-hours study room.

The Center can accommodate about 300 users in carrels (small enclosures for individual study), at tables, informal lounge areas and in seminar rooms. Playback equipment for audiovisual materials is available in the individual study carrels. The Learning Center at Kentucky Wesleyan goes far beyond the traditional college library. It relates to the learning processes required in the present day educational scene and supports the innovative programs being developed at the College. The Center includes library and audiovisual services as they relate to student and faculty needs and the educational program. Through the combination of the library and audiovisual services, the College offers a totally integrated and unified approach to learning materials. The Center is far more than the ordinary conception of a library; it is the educational center of the campus. Here is available man's memory in the form of books, microforms, phonodiscs, pictures, video tapes and other processes of information transfer. Moreover, it is an experimenting library, assisting students in the production of the materials of man's memory. The Center has coordinated its program and collections so that it reflects the purposes and the philosophy of the College, the curriculum and educational program, the instructional methods and techniques being used, and the needs of the individual student.

SERVICES

Hours

The Library is open 74 hours a week according to the following schedule:

Regular Session and Mini-Semester

Open:	8:00 a.m. to 9:30 p.m.	Monday - Thursday
	8:00 a.m. to 4:30 p.m.	Friday
	9:00 a.m. to 4:30 p.m.	Saturday
	2:00 p.m. to 6:00 p.m.	Sunday

Summer Sessions. Hours will be posted.

Borrowing Materials

Faculty and staff members, upon application, may have the privilege of checking out books and other materials for an extended period, but under normal circumstances all materials loaned to the faculty and others are due at the end of each semester. Most Government Documents and pamphlets may be checked out with certain exceptions for two weeks. Periodicals may be checked out to faculty for classroom preparation and use. Current issues must not be removed from the library. New acquisitions are displayed on the new bookshelves located in the Reference Area. These may be checked out at the service desks. Faculty members are notified when requested books and other materials are ready for use.

Reserve Books

When it is necessary to place a book or other materials on reserve, contact the Public Services Librarian or if you prefer, take the materials to the service desk and the student assistants know how to place materials on reserve. Please inform the Public Services Librarian or one of the assistants the type of reserve you wish to have, such as:

Permanent Reserve: Not to be removed from the Library.

Overnight Reserve: Checked out during the last hour the library is open and to be returned within the first hour the library is open on the following day.

Twenty-four Hour Reserve: May be checked out from the library and due the next day.

Three Day Reserve: The day checked out counted as the first day.

Seven Day Reserve: The day checked out counted as first day.

Most audiovisual materials placed on reserve are not to be removed from the library and will usually be placed on permanent reserve. Any article from a library-owned periodical to be placed on reserve must be a Xerox copy in order to protect the entire issue of the periodical for binding purposes.

Caution: Putting a book and other materials on reserve may limit their usefulness to your students as well as others. It is best not to put books on reserve unless many students will be required to use a limited number of these items in a short period of time. Notify the Public Services Librarian promptly when materials are no longer needed on reserve.

The library is not responsible for loss or damage to personally owned items which are placed on reserve.

Recommending Materials

A book budget allocation is made for each academic department through consultation with the Library Committee. Order cards are available in the library office. Complete information should be placed on the cards, the order approved by the department chairman, and the card submitted to the College librarian's office. To avoid duplication, books in the library should be checked carefully before recommending titles. When funds are available for audiovisual media, allotments are also made for the different departments. Order cards are available for this type of materials.

Audiovisual Services

The Learning Center offers four basic services: production, consultation, distribution and instruction, to assist faculty members with their teaching programs. To increase the awareness of these four services, the following

outlines the programs and procedures:

Production

To assist instructors in making their classroom presentations more interesting and meaningful, a variety of local visual and audio material production services are available in the Library Learning Center.

Graphic Artist

Animations, posters, titles, and artwork for slide or transparency production or display purposes can be obtained upon request.

Copywork

Pictures from books and magazines, three-dimensional objects, lettering and titles can be reproduced on film to create slide presentations which can add a dynamic impact to instruction. Tape recorded narrations can be added to produce a self-standing educational tool with professional appearances which can be utilized in class and/or be available later to permit individual or group reviewing.

Transparencies

Transparencies for overhead projection can be produced in a variety of ways. Thermocopies can be printed from carbon masters, original artwork can portray thoughts or ideas, or existing transparencies can be duplicated. Full color is available in hand-drawn transparencies. Overlays provide an added dimension by revealing information in steps which build on each other to produce a total concept.

Lettering

Several types of lettering devices in many sizes and styles are available for a variety of uses.

Audio Tapes

Tapes of "live" lectures or discussions, copies from prerecorded courses, or locally produced presentations can be recorded and played back in either reel-

to-reel or cassette format. The possibilities are numerous: presentations can be given to each section of a course with the assurance that each class has received identical information; sets can be duplicated for use in carrels as review or make-up, or even checked out by students in much the same manner a book is borrowed from a library. Taped materials besides language can be made available to students. This would permit students to hear pre-recorded lectures which they either missed or wished to review, as well as any other information which might be recorded on audio tape and made available to students. This might lead to a system whereby professors' lectures would be taped and distributed in cassettes via the library (or learning resources center) to students who could listen to the material in carrels or even at home. Obviously, a greater number of students could be accommodated in this manner than could ever be present in class at one time.

Videotapes

Off-the-air broadcasts or locally produced programs can be videotaped to allow replaying at any time. Scientific experiments, student productions, etc., can be taped, viewed a number of successive times, analyzed, and discussed. Many of the possibilities available with audio-tape are available with videotape, but with the added dimension of sight as well as sound. Student in class presentations can be taped and replayed to provide self-critiquing by the students themselves. Students can see what others in different class sections are doing without being present during the presentations. Other possibilities arise as various avenues are explored.

Consultation

The aim of educational technology is to free instructors from tedious or repetitive tasks and to allow the additional time for individualized instruction and class preparation. Many times, instructors cannot keep up with new technological advances in education. Therefore, the Learning Center sees as a very important phase of its service the consultative and suggestive advice which it can offer to instructors. A professor is a specialist in his field. His knowledge of subject matter coupled with our technological innovations can be an effective educational team. Professional help is available to those who wish to expand their present teaching methods through the use of media.

Distribution

The Learning Center is a clearinghouse of materials and equipment on campus. Films, slides, records, and other instructional materials are collected for distribution to the College community. Slide, film, tape, records, and transparency masters will be housed in the Center to provide easy access and duplication. This central system allows any department to keep a number of items readily available to its members on short notice and at the same time offer those materials for use to any persons who might be interested in viewing them. Procedures are similar for establishing a tape and transparency master system. Films or records would simply be stored in the Library and distributed to any class upon request. The primary function of this master clearinghouse system is to provide College-owned materials to any division or department regardless of the budget to which the materials were charged. In setting up the master system, budgets will not be charged for the first set of duplicated materials, but successive copies of those items will be charged to the department requesting them.

Distribution of equipment will be operated in much the same manner. All pieces of equipment will be included on the Center's inventory and distributed upon request. Some items may be kept semi-permanently for a semester or school year in special cases, but all equipment will eventually return to the Library for inventory control and maintenance. Procedures for material and equipment requests differ somewhat from previous years.

Material

If an item which the College owns is requested, the order form is filled out and sent to the Library, as a film is ordered from an outside source. A call or visit to the Library is sufficient. When there is a rental charge for a film, this amount will be subtracted from the department allocation. It is suggested that alternate showing dates be given on film orders. Notices of confirmation and arrival of films will be sent at the appropriate times. The number of catalogs which list films available for rental or free loan is increasing daily. Inquire.

Equipment

If equipment is needed for a one-time-only usage, a call is sufficient. To

request a piece of equipment which will be needed in every class session, such as a microphone for a lecture hall, a check-out card should be filled out. Requests can be phoned in as well. The person having equipment or material on long-term loan assumes full responsibility for that piece of equipment or material. Operation of the equipment is left to the instructor requesting it. If operating directions are needed, they will be given before the equipment is delivered.

NOTE: ALL EQUIPMENT WILL BE DELIVERED, SET UP, AND READY TO OPERATE. NO PROJECTIONIST WILL BE AVAILABLE UNLESS ARRANGEMENTS ARE MADE BEFOREHAND.

The following equipment is available for use:

Projectors: slide, filmstrip, movie (16mm), opaque, overhead, and super 8 loop.
Record players: stereo or mono
Tape recorders: reel-to-reel and cassette
Television equipment: recorder, monitor, camera: portable or dolly-mounted; black and white.

No equipment may be taken off the campus without special permission. Equipment is preferably requested for brief periods of time only, but semi-permanent arrangements can be worked out.

Purchase and Rental

All purchase and rental requests for equipment and materials will be channeled through the Learning Center to avoid duplication and provide uniformity. In the years that follow, a specific budget will be set aside for purchasing instructional materials (slides, films, etc.) which have been requested or recommended for purchase by faculty members. Through this request/purchase method, materials will be obtained which are relevant and usable in the classes. Purchase of special equipment will follow similar guidelines. Realia (three dimensional teaching materials: globes, models, etc.) can be requested in much the same manner.

Instruction

The Library offers in-service equipment operation instruction to faculty members so they become familiar with the workings of the various pieces of equipment. This instruction is important in view of the fact that all delivered equipment will arrive set up and ready for operation by the instructor. No projectionist or operator will be provided unless arrangements are previously made. Inquiries are invited concerning in-service awareness programs open to faculty members. Classes in production and implementation of instructional media are available to students and faculty.

A wide range of new creative alternatives can be explored and devised through effective utilization of the Library Learning Center. It is hoped that full advantage will be taken of the many services offered to the faculty. After all, service is our most important product.

COLLECTIONS

The Learning Center has a collection of over 100,000 volumes and other materials including audiovisual media, most of which is classified by the Dewey Decimal System, and receives over 500 periodicals, many indexed in one or more of the several indexes available. As a selective depository, the Library receives many documents issued by the U. S. Government. Some Kentucky state documents are also added annually. The multi-media card catalog includes library resources in all forms such as books, microforms, phonodiscs, slide sets, filmstrips, and kits.

Standard reference sources such as encyclopedias, dictionaries, atlases, yearbooks, directories, and audiovisual handbooks are available and many representing the different subject areas. Twelve newspapers are received regularly and the New York Times, Courier-Journal (Louisville) and Owensboro Messenger are preserved on microfilm which provides a significant reference source for factual information and serves as a source for documentary materials.

Some of the Special Collections are shelved in the Heritage Room and adjacent vault which includes the United Methodist Collection, part of the Kentuckiana Collection which are rarities, all of the Special Collection and the Kentucky Wesleyan College Archives Collection. The Curriculum Laboratory Collection is shelved in part of the Reference area and the U. S. Government Document Collection is housed in the Library Resources area and is shelved according to the Superintendent of Government Documents classification scheme which is used for the call numbers.

As part of its holdings, the Library contains six special book collections: 1) the Kentucky United Methodist Heritage Center Collection which includes the general history of the Church and related material with particular emphasis on The Methodist Episcopal Church South from 1845-1939; 2) the Kentuckiana Collection includes the history of the Commonwealth, its literary development, and other materials pertinent to the geographical area; 3) The Special Collection includes rare books and others which are shelved apart from the regular collection; 4) The Kentucky Wesleyan College Archives Collection includes catalogs, student annuals, and other materials relevant to the history and development of the College; 5) Curriculum Laboratory Collection which includes the Children's, Young People's, and School Textbooks Collection which are used

in conjunction with the Teacher Education and Library Science programs; and 6) The U. S. Government Document Collection including items which were chosen to relate to the teaching program of the College.

Other resources include a pamphlet and vertical file collection, annual reports of foundations, business co.porations and the like, and a representative college catalog collection. Photocopy service is available to reproduce articles from books and periodicals.

The library's non-book holdings include audio tapes (186), audiovisual kits (278), films, 8mm (182), films, 16mm (31), filmstrips (439), maps (305), microcards (1,838 volume equivalents), reels of microfilm (1,169), phonograph records (1,679), pictures (1,650), slides (520 volume equivalents), and transparencies (34). Audiovisual equipment relating to the use of the non-book holdings is available in the Library Learning Center and for classroom use. Included are 16mm film projectors, overhead projectors, 8mm film projectors, opaque projectors, filmstrip-slide projectors, automatic slide projectors, record players, microfilm reader-printers, microcard readers, tape and cassette recorders, filmstrip previewers, slide viewer, dry mount press, tacking iron, copying machine, dry photocopier, wall screens, portable screens, lantern slide projector, 16mm film splicer, Kodak 304 Instamatic Camera and 2 copy stands, light stand for use with camera, set of lights for use with camera, tall AV carts, short AV carts.

The Library collection includes many basic bibliographies which relate to primary sources for research topics. When local resources prove inadequate, users are invited to consult with the Interlibrary Loan Librarian who may be able to suggest an alternate source in the Owensboro area including Evansville libraries or provide the needed materials through interlibrary loan. Through this service, it is possible to tap the resources of almost any library in the country including the Library of Congress. Interlibrary loans, however, are limited to faculty and upperclassmen. The Library has a special arrangement with the Kentucky libraries which enables faculty and some upperclassmen to obtain books and journal articles. See the Public Services Librarian and the Library Bibliographer about obtaining materials from these libraries.

Guided tours conducted by the Head Librarian or one of the Assistant Librarians may be arranged. Seminar rooms in the Learning Center which seat 12 persons each may be used for group study purposes for those courses which are library

oriented such as senior seminars, etc. Apply to the Library Secretary who keeps an appointment book for the use of seminar rooms and the AV Projection room which seats about 50 persons. It is not possible for the Learning Center staff to monitor classes for the instructional staff who may not be present for an audiovisual presentation. Arrange to have someone monitor classes when you will not be present.

LEARNING CENTER STAFF

The staff includes a Head Librarian who is in charge of the general administration of the library and the book selection program, a Public Services Librarian who is in charge of the collections, circulation of materials and reference work, the Cataloger who is in charge of cataloging and processing of books and other materials for the shelves, the Audiovisual Coordinator who is in charge of all audiovisual services including the use of AV materials and equipment including the production laboratory and darkroom for the development of simple teaching materials, (in addition to the duties above all of the professional librarians have teaching assignments in Library Science), a Library Bibliographer (part-time) who performs reference work for students, faculty and members of the public including bibliographic service relating to the Methodist collections, other special collections including gift books and related work; a Library Assistant (part-time) assigned to work in the cataloging department and search book lists and other materials relating to the Owensboro Graduate Consortium; a Library Secretary whose duties include secretarial work for the library, bookkeeping, timekeeping and related work including the scheduling of all audiovisual presentations in the Learning Center or elsewhere. An assistant in audiovisual services spends one-half of his time cleaning the Library Learning Center. In cooperation with the College's student assistant program, including work study, the library provides work opportunities for students. During the regular sessions, about 25 student assistants are employed in the Learning Center. They are taught to perform under supervision many of the routine processes.

Professional librarians on the staff have faculty status and rank and enjoy all faculty rights and "fringe benefits" (i.e., tenure, sick leave, T.I.A.A., insurance, travel funds and sabbatical leaves). Members of the staff serve on various college committees. They also hold memberships and are active in state, regional, and national library associations as well as other associations.

In addition to their duties in the library, the four full-time professional staff members provide the planning, direction, and instruction for the Library Science program. The course of study, which is a major, involves 30 semester hours of work and 8 hours in practicum making a total of 38 hours. The program is taught within the liberal arts framework of the college, but organizationally

is subsumed under the Teacher Education Program and leads to a Provisional Certificate for the School Media Librarian which is certified by the Kentucky State Department of Education. The Library Science major is a community oriented program which has helped significantly to meet the need for school librarians in this geographical area during the past twenty years.

The library budget recommendations are prepared annually by the librarian with the assistance of library staff covering salaries; the purchasing, processing and servicing of library materials; and, in a separate listing, the audiovisual program, and is submitted to the President and the Business Manager through the Dean of the College.

In August of each year, the Librarian and the staff prepare an annual report for the President and the Board of Trustees. The report is made available to the faculty and administrative personnel and other interested persons who may wish to consult it.

ARTICLES OF INCORPORATION

ARTICLES OF INCORPORATION
OF
KENTUCKY WESLEYAN COLLEGE

PREAMBLE
(Historical)

"Pursuant to the authority vested by the concurrent action of the Kentucky Annual Conference and the Louisville Annual Conference of The United Methodist Church at their respective 1951 sessions, the undersigned, Osso W. Stanley of Bardstown, Kentucky, Adolphus Gilliam of Lexington, Kentucky, Walter I. Munday of Louisville, Kentucky, J. W. Snyder of Owensboro, Kentucky, N. O. Kimbler of Frankfort, Kentucky, and W. R. Reasor of Shelbyville, Kentucky, as representatives of the said Conferences, do hereby organize a corporation under and in accordance with the provisions of Kentucky Revised Statues, 273.020, et seq., and, insofar as same may be applicable, KRS 271.005, et seq."

ARTICLE I

NAME, CHARACTER, SITUS

1. The name of the corporation is KENTUCKY WESLEYAN COLLEGE.

2. The location and situs of the principal office and place of business of the corporation is Owensboro, Kentucky; and the resident and process agent thereof is Richard F. Birkhead of Owensboro, Kentucky, or his successor as Vice-President for Financial Affairs.

3. The corporation shall have no corporate stock. None of its property, or its objects, shall be used or employed for private gain or

pecuniary profit; but, on the contrary, all of said property and income of the corporation shall be devoted solely to the cause and in behalf of Christian education and the objects and purposes contemplated by Section 170 of the Constitution of Kentucky and exempt from taxation as therein provided.

ARTICLE II

OBJECTS AND PURPOSES

The objects and purposes for which the corporation is formed are:

1. To promote generally education in literature, the arts and sciences, and to advance the Christian religion according to the Discipline of The United Methodist Church, and under the auspices and control of the Kentucky Annual Conference and the Louisville Annual Conference of The United Methodist Church, and consistent with policies declared by said two Conferences.

2. To conduct, operate and maintain a senior four-year co-educational college at Owensboro, Kentucky, and such adjunct or auxiliary institutions as may be determined by the aforesaid two Conferences.

3. Particularly, to acquire and hold upon the trusts hereinafter described, the property and assets of the Joint Board of Education of the Kentucky and Louisville Annual Conferences of The United Methodist Church (a corporation organized and existing under the laws of

Kentucky) now located at Owensboro, Kentucky, the present Kentucky Wesleyan College, and used in connection therewith.

4. To continue in direct succession the conduct of Kentucky Wesleyan College, formerly located at Winchester and now located in Owensboro, Kentucky.

ARTICLE III

POWERS

The corporation shall have the following full powers:

1. To make contracts, to sue and be subject to suit in the courts of justice the same as other educational and charitable corporations are subject.

2. To succeed to all rights and privileges, corporate and otherwise, and take over title to the properties and assets of the Joint Board of Education of the Kentucky and Louisville Annual Conferences used for, or in connection with, Kentucky Wesleyan College, and to maintain and conduct said College, or any adjunct of auxiliary educational institution or institutions, to be operated in connection therewith, as from time to time may be determined by the concurrent action of said two Conferences as now constituted, or their ecclesiastical successors as may be hereafter constituted by The United Methodist Church.

3. To acquire or procure property of every kind by transfer, purchase, gift, devise, bequest, lease or otherwise, and to erect buildings, improve and add to real estate and estates and interests therein, and

personal property of every kind and nature which may be useful in the furtherance of the corporation's objects; and the corporation may by the vote of a majority of the members of its Board of Trustees sell, mortgage, lease, pledge or otherwise dispose of any of its property as may be necessary or proper for carrying out the corporation's objects; subject, however, to the limitations of Article VI hereof.

4. To issue annuity bonds and pay annuity thereon, to borrow money and execute its note, or notes, or other evidence of indebtedness, and to execute such mortgages, conveyances, pledges, or other security instruments as may be necessary or proper upon such terms as the Board of Trustees may from time to time deem necessary or proper; subject, however, to the limitations of Article VI hereof.

5. Through collaboration of the faculty, to prescribe curricula or courses of study; and upon the recommendation of the faculty and election by the Board of Trustees, to confer such degrees as are usually conferred by standard colleges.

6. (a) To conduct and operate a store for the purchase and sale of books and supplies of all kinds useful or proper for the needs and convenience of its college and the faculty and students thereof. (b) To operate restaurants, food and refreshment stands, gymnasiums, recreation facilities, hospitals or infirmaries for faculty and students. (c) To participate in any athletic or other activity which in the judgment of the Board of Trustees is designed or carried on for the purpose of promoting the general welfare of the College.

7. To fix and charge rates of tuition, board, room rents, and other fees and expenses necessary for and incidental to the operation of the College.

8. To adopt and amend By-laws, rules and regulations for the government and operation of the corporation and the College, consistent with these Articles of Incorporation, the secular and moral laws, and the Discipline and rules of The United Methodist Church.

9. The foregoing powers and purposes shall be construed as both objects and powers, and the specific enumeration shall not be held to limit or restrict in any manner any power deemed necessary, incidental, convenient, or expedient to be exercised in the administration of the expressed purposes and objects, or in furtherance thereof, or the general supervision and control of the corporation's property and functions.

ARTICLE IV

TRUSTEES AND MANAGEMENT

1. The administration and management of the affairs and business of the corporation shall be vested in a Board of Trustees of not less than sixteen nor more than thirty-two members, excluding the ex-officio members.

The Kentucky Annual Conference shall elect four members of the Board who shall be ministerial members thereof, and four laymen who shall be members of a United Methodist Church within the bounds and jurisdiction of said Conference.

The Louisville Annual Conference shall elect four members of the Board who shall be ministerial members thereof, and four laymen who shall be members of a United Methodist Church within the bounds and jurisdiction of said Conference.

In addition thereto, each Conference may elect not more than four members-at-large who may be chosen without regard for Conference or Church membership, or place of residence. Nomination for members to be elected by Annual Conferences to the Board of Trustees shall be made by the Annual Conference Board of Christian Education after consultation with the Board of Trustees and the President of the College. As usual, nominations may be made from the Conference floor.

2. When the total membership of the Board is increased as provided, some of those elected members on the Board, as near as possible to one fourth, shall complete their elected terms each year.

3. In addition to the members of the Board of Trustees to be elected as set forth in Paragraph 1 of this Article, the Board of Trustees, after consultation with the President of the College, may recommend to the respective Boards of Education for nomination to the Conferences not to exceed eight additional at large members, who may be chosen without regard for Conference or Church membership or place of residence, "provided that in choosing at large members as provided under this Article IV, consideration shall be given to church membership so that the Board of Trustees shall at all times have as many members of the United Methodist Church as may be required by its 'Book of Discipline'."

In the event this discretionary authority is exercised, not exceeding four recommendations shall be submitted to the Kentucky Annual Conference for election, and not exceeding four additional recommendations shall be submitted to the Louisville Annual Conference for election. The first nominees shall be elected to terms of not less than one year, nor more than four years, so as to stagger the expiration thereof. Thereafter, as the respective terms expire, these members shall be elected for a period of four years. Provided further that the duly elected student representative, the duly elected faculty representative, and the duly elected president of the Alumni Association shall be ex-officio members of the Board, entitled to full privileges except attendance on executive sessions of the Board.

4. In addition to the members of the Board of Trustees elected by the respective Conferences, the presiding Bishop or Bishops (if there should be a different one for each Conference) shall be ex-officio a member.

5. Any vacancy in the membership of the Board of Trustees, except as a result of expiration of the term of office, shall be filled by election by the remaining members of the Board and the person so elected shall serve from the date of his, or her, election for the unexpired term of his, or her, predecessor, at which time the vacancy shall be filled by the Conference.

6. Any clerical member of the Board of Trustees other than a member at large shall automatically vacate his office upon ceasing to

be an active member of the Conference which elected him. Any lay member of the Board of Trustees, other than a member at large, shall automatically vacate his office upon ceasing to be a member of a church within the bounds and jurisdiction of the Conference which elected him.

7. The Kentucky Annual Conference and the Louisville Annual Conference of The United Methodist Church, or their respective successor, shall have power to remove for cause any trustee elected by it; and the elected trustees shall have power to remove for cause any student, faculty or alumni trustee, all by due process.

8. It is further provided that membership of any elected member on the Board shall be forfeited by absence from any four consecutive, regular meetings of the Board unless the Board by majority action excuse one or more of these absences.

9. The Board of Trustees shall hold annually a regular meeting on the campus of the College and may hold other meetings at such time and place as may be prescribed by the By-laws. A majority of the members of the Board shall constitute a quorum for the transaction of business except as qualified herein.

10. By the affirmative vote of a majority of a number equal to the entire membership of the Board of Trustees, it may elect from its membership an Executive Committee, a majority of whom shall constitute a quorum, and, to such extent as shall be provided by the By-laws, such Executive Committee may exercise any of the powers of the Board of Trustees when such Board is not actually in session, except the power

to amend these Articles of Incorporation, or to sell, mortgage, or otherwise encumber the corporation's property, or to elect officers of the Board, or to adopt, change or amend the By-laws.

11. The Board of Trustees shall report annually to each of the Conferences the general state and condition of the College, its financial status and needs, such other facts as the Board deem proper or of interest, or as may be called for by either Conference. The Board may make such recommendations respecting the operation of the College under its management, or any other education work or services as it deems wise, to accomplish the general objects of Christian education.

* 12. In addition to the Trustees as provided in other Sections of this Article there shall be Honorary Trustees. Persons may be elected to this category by the Board of Trustees at any regular meeting. Persons so elected shall have given distinguished Christian services in their community and shall have evidenced a vital interest in the welfare of Kentucky Wesleyan College. Honorary Trustees shall not be members of the Board of Trustees. They may be invited to its sessions, but shall not have voting privilege. There shall be no more than twelve Honorary Trustees serving at one time and their election shall be for a single term of four years for each Honorary Trustee.

ARTICLE V

OFFICERS, FACULTY AND EMPLOYEES

1. At each annual meeting of the Board of Trustees they shall elect a Chairman, one or more Vice-Chairmen and a Secretary, to hold office for one year and until their respective successors shall be chosen;

* Added, 1974.

provided, however, that any such officer can be removed at any time by action of a majority of the entire membership of the Board. In like manner, the Board shall elect a Treasurer of the corporation, who may or may not be a member of the Board, and who may be an individual or a financial corporation authorized by law so to act.

2. The officers shall have the powers and authority which usually pertain to those officers of similar corporations, but subject to such rules and restrictions as the Board may prescribe. The Treasurer and all other officers and employees whose duties require the collection, custody or disbursement of funds, shall execute a fiduciary bond to the corporation for the faithful discharge of their respective duties in such penal sum and with such surety as may be required by the Board; provided, however, no bank or trust company whose fiduciary liability is fixed by statute need furnish surety on its bond.

3. The Board shall elect a President or executive officer of the College, fix his compensation and term of office, and give to him such authority as he needs to perform his duties. It may elect or appoint, or delegate to the President the power to appoint, subject to the approval of the Board, such officers, faculty members, agents and employees as the Board may in its judgment deem necessary for the proper and efficient conduct of the College and its auxiliary activities. The Board shall fix their salaries and compensations, define their duties, and determine the length of their appointments.

ARTICLE VI

LIMITATIONS

The powers of the corporation conferred by these Articles are thus defined and limited:

1. The title to the corporation's property and assets is to be held in trust, and the Board of Trustees in exercising the corporate powers and authority shall regard all such property as held in trust, for the use and benefit of the Kentucky Annual Conference and the Louisville Annual Conference of The United Methodist Church, its or their successor, according to the usages and practices of the Discipline of The United Methodist Church as same now is, or may from time to time be changed or adopted; provided, however, no purchaser or mortgagee or pledgee of any part of such property shall have any responsibility to see to, or any responsibility in connection with, the use or application which may be made of the proceeds of any such sale or encumbrance.

2. The corporation shall not incur an indebtedness exceeding the limitations of both Annual Conferences without the express authority of both Conferences aforesaid.

Without the consent and authority of both of said Conferences, the Board of Trustees shall not sell or convey any of the property which may be acquired for, or used as, the campus of the College. Subject to the above limitations upon the indebtedness of the corporation, and any special restriction upon assets as defined in Paragraph 3 of this Article, the Board of Trustees may mortgage or place in lien any property or assets

to secure borrowed money; provided, however, that without such consent no mortgage or lien shall be placed upon the property designated and regarded as the campus of the College except that the money so borrowed be used for permanent additions and improvement thereof.

The private and individual property of the members of the Board of Trustees shall not be subject to liability for any corporate indebtedness.

3. Any funds or property which have been received by the corporation by gift, devise or bequest for a special or designated purpose shall be dedicated to and used only for such specific purpose and in accordance with and pursuant to the terms and conditions thereof.

4. Any surplus funds of the corporation may be invested until needed for the maintenance, operation, or expansion of the institution committed to its care in such property or securities as may be eligible under the laws of Kentucky for investment of trust funds; provided, however, the Board of Trustees may authorize or direct any particular investment in other securities or property.

5. Should the corporation cease to function as herein described, or be dissolved, all its net property and assets shall then and in that event revert to the Kentucky Annual Conference and the Louisville Annual Conference in equal proportions.

ARTICLE VII

AMENDMENTS

These articles may be amended from time to time according to the statutory methods; provided, however, that no amendment shall be effective

until the same has been authorized or approved by both Conferences aforesaid.

ARTICLE VIII

COMMENCEMENT OF CORPORATION

The commencement of the corporation shall date from the time these Articles are filed in the office of the Secretary of State of the Commonwealth of Kentucky, and recorded in the office of the Clerk of the County Court of Daviess County, Kentucky.

ARTICLE IX

DURATION OF CORPORATION

The corporation shall be perpetual, according to the statues of Kentucky, or until dissolved by action of the aforesaid two Conferences, or otherwise according to law.

IN TESTIMONY WHEREOF, Witness the signatures of the undersigned incorporators, in triplicate originals, this the 3 day of January, 1952. (Revised and Adopted, 1972)

Osso W. Stanley

Adolphus Gilliam

N. O. Kimbler

W. R. Reasor

Walter I. Munday

J. W. Snyder

BY-LAWS OF KENTUCKY WESLEYAN COLLEGE

BY-LAWS OF KENTUCKY WESLEYAN COLLEGE

REVISED AND AMENDED

I. PURPOSE OF THE COLLEGE

The purpose of Kentucky Wesleyan College is to provide an educational program that is characterized by its emphasis upon a Christian philosophy of life and a Christian standard of conduct; to instill an appreciation of our cultural heritage; to inspire the inquiring mind in a restless search for truth; to train and discipline individual talents, laying a foundation for further growth; to develop a sense of responsibility to society and an understanding of the art of human relations; to direct the development of gracious social habits, good health, appreciation of the beautiful, and increasing faith in God and man; and to render through its program and influence the greatest constructive service to the Church, to the state, to the nation and to the world. Unto these ends we shall endeavor to administer the affairs of the College.

II. BOARD OF TRUSTEES

1. Membership

The administration and management of the affairs and business of Kentucky Wesleyan College is vested in a Board of Trustees elected by the Kentucky and the Louisville Annual Conferences of The United Methodist Church, as provided in the Articles of Incorporation of Kentucky Wesleyan College.

2. Meetings

Unless otherwise ordered by the Board, regular meetings each year shall be held as follows:

A. An annual meeting on the third Tuesday of October on the campus of the College.

B. A mid-year meeting on the third Tuesday in February.

Unless otherwise ordered by the Board, meetings shall be convened at 10:00 a.m. and shall continue until the business is concluded.

Other meetings may be held by action of the Board; or, upon call by the Executive Committee or the Chairman, after at least ten days notice, for the transaction of business stated in the call.

A majority of the members of the Board constitutes a quorum for the transaction of business.

A proposed agenda, including an executive session, for each meeting shall be prepared by the President of the College and the Chairman of the Board and mailed to all members of the Board prior to the meeting.

3. Officers:

The officers of the Board of Trustees shall be a Chairman, Vice Chairman, and Secretary, who shall hold office for one year and until their respective successors shall be chosen. They shall be elected at the annual meeting.

The Chairman shall preside at meetings of the Board and of the Executive Committee, shall call extraordinary meetings as he may deem necessary, and shall represent the Board of Trustees at public meetings of the College, and shall be a member, ex-officio, of all standing committees. The Vice-Chairman

shall preside over meetings of the Board in the absence of the Chairman and shall perform only such other duties of the Chairman as the Board, the Executive Committee, or the Chairman may request. The Secretary shall record the minutes of all meetings of the Board and the Executive Committee, handle necessary correspondence, and shall be the Official Custodian of the minutes of the Board of Trustees.

4. Financial Responsibility

The responsibility for all financial policies of Kentucky Wesleyan College, for the application of its income, and for the physical property of the institution shall reside in the Board of Trustees.

5. Standing Committees

The standing committees of the Board of Trustees shall be a Committee on Nominations, an Executive Committee, a Finance Committee, a Committee on Buildings and Grounds, a Committee on Educational Policy, a Committee on Honorary Degrees, and a Committee on Trustees. Membership on standing committees shall be distributed to include all members of the Board.

A. Committee on Nominations

Annually at the Fall meeting, the Board of Trustees shall elect a Committee on Nominations composed of five members. This Committee shall be elected by ballot without nomination, each Trustee voting for five, and the five receiving the highest number of votes shall be the members of the Committee on Nominations. The Trustee receiving the highest number of votes shall be Chairman of the Committee.

The Committee on Nominations shall bring to the Board, at the Fall meeting on the following year, nominees for the above named officers and members of all standing committees of the Board, naming which nominee is to be the Chairman of the Committee.

B. Executive Committee

The Executive Committee shall be elected by the affirmative vote of a majority of the entire membership of the Board, and shall consist of the Chairman, Vice Chairman, and Secretary of the Board and five other Board members plus the Bishop of the Louisville Area. A majority of the members shall constitute a quorum for the transaction of business. In conformity with the Articles of Incorporation of the College, the By-Laws and other directions of the Board, the Committee shall control the internal affairs of the College during intervals between meetings of the Board. In cases of emergency, it shall have the power to fix salaries and emoluments and to elect members of the faculty and officers, except the President. The Committee shall have power to approve recommendations of the Faculty for academic degrees. The Committee may not take action changing the academic or fiscal policies of the College, nor may it act to create indebtedness, make extraordinary appropriations of funds, or change the total budget of the institution, except by prior authority of the Board. The Executive Committee shall meet twice annually, one of which shall be at Commencement. Other meetings shall be subject to call by the Chairman or action of the Committee. The Committee shall make a report of all its actions to the next succeeding meeting of the Board.

C. Finance Committee

The Finance Committee shall consist of seven (7) members of the Board, three of whom shall be chosen in the light of their residential proximity to the institution, plus the Chairman of the Board, ex-officio. Four members of the Committee shall constitute a quorum for the transaction of business. Under such regulations as the Board may determine, the Finance Committee shall supervise the handling of all funds of the College (current operating funds, permanent funds, building funds, investments, real estate, mortgages, etc.), the selection of depositories, the securing of annual audits, and all other financial interests of the College, including the bonding of proper financial officers of the College. Under regulations of the Board and in cooperation with the President, the Committee shall give such direction as may be necessary to the work of the Treasurer and other financial officials of the College. The Committee shall make full reports to the Board for appropriate action.

D. Committee on Buildings and Grounds

The Committee on Buildings and Grounds shall consist of seven (7) members, plus the Chairman of the Board, ex-officio. Four members shall constitute a quorum for the transaction of business. Under such regulations as the Board may determine, this Committee shall supervise the buildings and grounds utilized for College purposes; and, in cooperation with the President, shall make a survey of those facilities at least annually and recommend improvements. The Committee shall supervise plans for new buildings and other major physical improvements. The Committee shall make full reports to the Board for appropriate action.

Committee on Educational Policy

The Committee on Educational Policy shall be composed of seven (7) members, plus the Chairman of the Board, ex-officio. Four members shall constitute a quorum for the transaction of business. The Educational Policy Committee shall, after consultation with the President of the College, make recommendations concerning the educational policies and regulations including personnel and curricula of the College. Such policies and recommendations shall be presented to the Board of Trustees for consideration. When approved by the Board of Trustees, they shall have become a part of the administrative policy of the College. The committee may consult with appropriate committees of the Faculty and of the Student Body. The Committee shall make an annual report to the Board of Trustees.

F. Committee on Honorary Degrees

The Committee on Honorary Degrees shall be composed of seven (7) members of the Board elected on nomination of the Committee on Nominations, plus the Chairman of the Board, ex-officio, who shall represent the Board of Trustees in the Joint Committee on Honorary Degrees. One member of the Trustees shall be the Chairman of the Joint Committee.

The plan for conferring honorary degrees by Kentucky Wesleyan College shall be as follows:

(1) The Joint Committee composed of seven (7) or more elected members and the Chairman of the Board of Trustees, ex-officio, and three members of the faculty, to be elected by the faculty, and the President of the College, ex-officio, shall receive all nominations for honorary degrees.

(2) The Chairman of the Joint Committee shall call the Joint Committee to meet during November of each year to consider nominations.

(3) When a decision of the Joint Committee has been reached on the number of degrees to be given and the names of the proposed recipients have been approved, the President of the College shall submit those nominations to the faculty at its regular meeting in December for review and approval or disapproval.

(4) The names of those approved for honorary degrees by the Joint Committee shall be presented by the Chairman of the Committee on Honorary Degrees to the Board of Trustees at its February meeting for action. Faculty action on all names approved by the Joint Committee shall be reported to the Board for final approval or disapproval and awarding of the degrees.

G. Committee on Trustees

This Committee shall be composed of seven (7) members, provided the President of the College shall be an ex-officio member. The duty of this Committee shall be to give continuing attention to:

(1) Terms expiring;

(2) Eligibility for renomination;

(3) New prospects and possibilities for Board membership;

(4) Recommendations to the Board for persons to fill all vacancies on the Board and to fill the quota of "at large" members;

(5) Special attention to young alumni who might lower the average age of the Board.

6. Additional Committees

Other standing and special committees may be appointed at the discretion of the Board.

7. Expense of the Board of Trustees

The annual budget of the College shall include an adequate sum for traveling

and other necessary expenses for attending meetings of the Board of Trustees and Committees of the Board.

III. OFFICERS OF THE COLLEGE

1. Officers

The Officers of Kentucky Wesleyan College shall be a president, a Vice-President for Academic Affairs, who shall be Dean of the College, a Vice-President for Financial Affairs, who shall also be Business Manager, and a Registrar. Other officers and staff positions may be created by the Board of Trustees. The President shall be elected by the Board of Trustees. All other officers and staff members shall be elected by the Board of Trustees on nomination by the President.

2. Duties

The President of Kentucky Wesleyan College is the chief executive officer of the College and of the Faculty. He shall affix the corporate seal of the College. He shall preside at meetings of the Faculty, or designate the Vice President for Academic Affairs to do so. He shall see that the laws and regulations of the Trustees affecting the administration and work of the College are carried out, shall confirm the election of all committees of the Faculty, shall have the power to appoint ad hoc committees and, subject to the authority of the Board of Trustees, shall have direction of the Faculty and officers and of the total work of the College. He shall have authority to veto any action of the Faculty when, in his judgment, such action is not in harmony with the aims and laws of the College, or when he may deem such action unwise.

However, in every instance he shall submit to the faculty in writing his reasons for setting aside their action, and the secretary of the Faculty shall record his reasons in the minutes of the Faculty. The President shall report all such actions to the Board of Trustees at their next regular meeting. The President represents both the officers and Faculty at all public meetings of the College.

The duties of other officers shall be those normally assumed by the holders of such offices. Such officers shall be responsible to the President for the performance of their duties.

3. Reports of Ofticers

The President shall make an annual report to the Board of Trustees of the work, conditions, and needs of the College, or of any other matters that are of concern to the cause of higher education. Other officers shall make annual reports to the Board of Trustees through the President; that is, all such reports must be first made to him for consideration and then transmitted by him to the Board. However, in considering the reports, the Board may call before it the officers of the College for special conference and discussion.

IV. FACULTY

1. Composition

The Faculty of the College is composed of professors, associate professors, assistant professors, and instructors.

2. Election

All members of the Faculty shall be elected by the Board of Trustees on nomination of the President. In presenting names, the President shall do so in writing, giving records of the persons involved and describing their

fitness for the position for which they are nominated. The President shall have the authority to appoint, subject to the subsequent approval of the Board of Trustees.

3. Meetings

The Faculty shall meet in regular session once a month, but special meetings may be held on the call of the President, the Vice President for Academic Affairs, or on the written requests of five members.

4. Duties

The Faculty shall concern itself with the enactment of such regulations as it may deem necessary to carry on the instruction and maintain high standards of academic work. Matters affecting the general policies of the College, involving financial outlay and radical changes in the curricula, shall be presented by the President to the Board of Trustees for final consideration and approval. The Faculty shall recommend to the Board of Trustees such persons as it deems fit to receive academic degrees or other marks of academic distinction.

5. Outside work

No member of the Faculty shall undertake outside work of any kind without first receiving the approval of the President and the Board of Trustees or the Executive Committee.

6. Joint Meeting of the Board and Faculty

If at any time any of the Trustees or Faculty feel that it would be to the

best interest of the College to have a joint meeting of the two groups, such meetings may be called by the President of the College or the Chairman of the Board of Trustees.

7. Tenure of Office

The policies regarding tenure and procedural standards in faculty dismissal proceedings are those adopted by the Association of American Colleges and the American Association of University Professors. (See AAUP Policy Documents and Reports, 1971 Edition)

V. APPEALS

If at any time, any officer, teacher, employee, or student of the College desires to bring any matter, relating to the operation of the College or to himself, before the Board of Trustees, he shall first discuss this matter with the President of the College. After such discussion, he may appeal to the Board of Trustees, provided he has given the President a copy of his complaint ten (10) days prior to the Board meeting.

VI. MEDALS AND PRIZES

The donation of all medals and prizes must first receive the approval of the Executive Committee or the Board of Trustees.

VII. ACADEMIC YEAR

The academic year of the College shall be established annually by the Board of Trustees on recommendation of the President.

VIII. FISCAL YEAR

The fiscal year of the College begins on the first day of July and closes on the last day of June.

IX. REVIEW OF REGULATIONS

The President shall cause all regulations adopted by the Board of Trustees to be published, for reference and information of Faculty, officers of the College, Trustees, and other concerned persons. He shall see that such regulations are reviewed annually by appropriate committees of the Board who may recommend changes to the Board.

The Vice President for Academic Affairs, working with the President and Faculty shall perform the same function for regulations adopted by the Faculty.

X. AMENDMENT OF BY-LAWS

The By-Laws (except Article II, Section 1, Membership of the Board of Trustees) may be amended at any regular meeting of the Board of Trustees by the affirmative vote of a majority of the full membership of the Board, provided that the text of the proposed amendment shall have been sent to the members of the Board at least ten days in advance, and further provided that the amended By-Law shall in no way be inconsistent with any provision of the Charter.

XI. REPEAL OF FORMER BY-LAWS

All regulations inconsistent with these By-Laws are hereby rescinded, and all former By-Laws are hereby repealed. By-Laws adopted by the Board of Trustees of Kentucky Wesleyan College in regular session on March 7, 1972.

APPENDICES

A Statement of Athletic Policy of Kentucky Wesleyan College

1. The intercollegiate athletic program of Kentucky Wesleyan College is an integral part of the educational program and the athlete is an integral part of the student body.

2. The control of intercollegiate athletics is exercised by the College in accordance with the by-laws of its athletic association membership.

3. The program adheres to sound academic standards. To be eligible for intercollegiate athletic competition the student-athlete is admitted in accordance with the published entrance requirements of the College, is in good academic standing as determined by the faculty, and maintains satisfactory progress toward a degree as determined by the regulations of the College.

4. The athletic program upholds the principle of amateurism. Any student-athlete receiving remuneration for participating in athletics other than institutional grants-in-aid in accordance with the governing legislation of the institution's athletic association membership is classified as a professional and is, thereby, ineligible for participation.

5. The awarding of financial aid is a function of, and is controlled by, the College's administrative officials.

6. The athletic program is conducted in accordance with the principles of ethical conduct. The athletic officials and student-athletes uphold the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

7. The College will continue to initiate, stimulate, and promote athletic programs designed to develop educational leadership, total fitness, sports participation as a recreational pursuit, and athletic excellence.